



Dte of Metrology (Consumer Affairs):

**Auto-renewal of
Licence as
Manufacturer of
Weights and
Measures under the
Legal Metrology**

*Provided as a service
through 'SilpaSathi', the
Online Single Window portal
of the State (West Bengal)*

User Manual

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Table of Contents

Introduction	3
About the Service	3
Comprehensive Checklist of Documents to be submitted online.....	3
Timeline (WBRTPS)	4
Instructions related to the application form.....	4
Application Process through SilpaSathi	6
1. Online Application submission along with online submission of documents	6
2. Online Fees Payment	18
3. Track Status of Application.....	24
4. Online Download of final approval certificate.....	25
5. Third Party verification details	28

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through ‘SilpaSathi’ the Online Single Window portal of State (WB)

Introduction

This document is intended to serve as a User Manual for grant of the service “Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act” by Dte of Metrology (Consumer Affairs), Govt. of West Bengal through Single window of the State, ‘SilpaSathi’. The service is integrated with the Single Window (SilpaSathi) and can be accessed through the SilpaSathi portal. This document has been designed as a user-friendly guide to assist applicants in filling their application forms. It will help them to familiarise with the entire procedure in a seamless manner for successful submission of application and download final Approval certificate from the SilpaSathi portal without the requirement of physical visit to the Department(s).

Salient Features of Silpasathi Portal:

- The Single Window Portal of the State of West Bengal (SilpaSathi) allows seamless integration with portals of different government departments thereby providing single login credential for various applications, eliminating the need to provide common information multiple times in different forms of various Departments, and ensuring all clearances are available from a single portal.
- It serves as a digital gateway for providing the necessary statutory compliances under the applicable Acts, Rules, Policies and Schemes of the Govt of West Bengal from a single portal.
- Business Entrepreneurs can get certificates and licences required for setting up and operating business in the State in a smooth and time-bound manner, smooth and time-bound manner, without the need to visit any government department or office.

About the Service

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act by Dte of Metrology (Consumer Affairs) allows the license to be automatically renewed after the required documents are uploaded and the renewal fees are paid. The online system has the following features without the requirement of physical visit to the Department: 1) Submission of Application 2) Online Payment of fees 3) Track Status of Application 4) Online Download of final approval certificate 5) Third Party Verification.

Comprehensive Checklist of Documents to be submitted online

The applicant is required to submit the following documents (only two documents) in order to apply for the service:

#	Documents Required	Detailed Description
1.	Specimen Signature	A specimen signature is a copy of a person's handwritten signature that is kept by an organization to verify that other signatures are also written by the same person

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

#	Documents Required	Detailed Description
2.	Current Trade License	A current trade license is a type of authorization granted to businesses or individuals to operate a specific type of trade or profession
3.	Rent / Ownership	A documentation that establishes the legal right of an individual or entity to own a property
4.	GST	GST Proof or Goods and Services Tax Proof is a crucial document required to prove the payment of GST tax
5.	Income Tax	Income tax is a type of tax levied on an individual's or business's earnings.
6.	Particulars of Stamping Details	The particulars of stamping details typically include the information required for affixing a revenue stamp on a document, such as a court fee or a registration charge.
7.	DCLM Order Sheet of licensing authority in case of additional fees	The DCLM (Data and Communication Licensing Management) Order Sheet is a crucial document issued by a licensing authority to indicate additional fees required for a specific licensing process
8.	Details of Production and Sales in the Last 5 Years	Details of Production and Sales

Timeline (WBRTPS)

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act has an WBRTPS timeline of 75 days till approval by the authorities.

Instructions related to the application form

Sl. No.	Field Name	Instructions
Apply for Verification		
1.	Trader's Name	Enter Trader's Name
2.	PAN No.	Enter PAN No.
3.	Aadhar No.	Enter Aadhar No.
4.	Village / Street	Enter Village / Street

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Sl. No.	Field Name	Instructions
5.	Post Office	Enter Post Office
6.	Pin	Enter Pin
7.	Mobile Number	Enter Mobile Number
8.	Email	Enter Email
9.	District	Enter District
10.	Police Station	Enter Police Station
11.	ILM Unit	Enter ILM Unit
12.	Types of Weights	Enter Types of Weights

User Manual

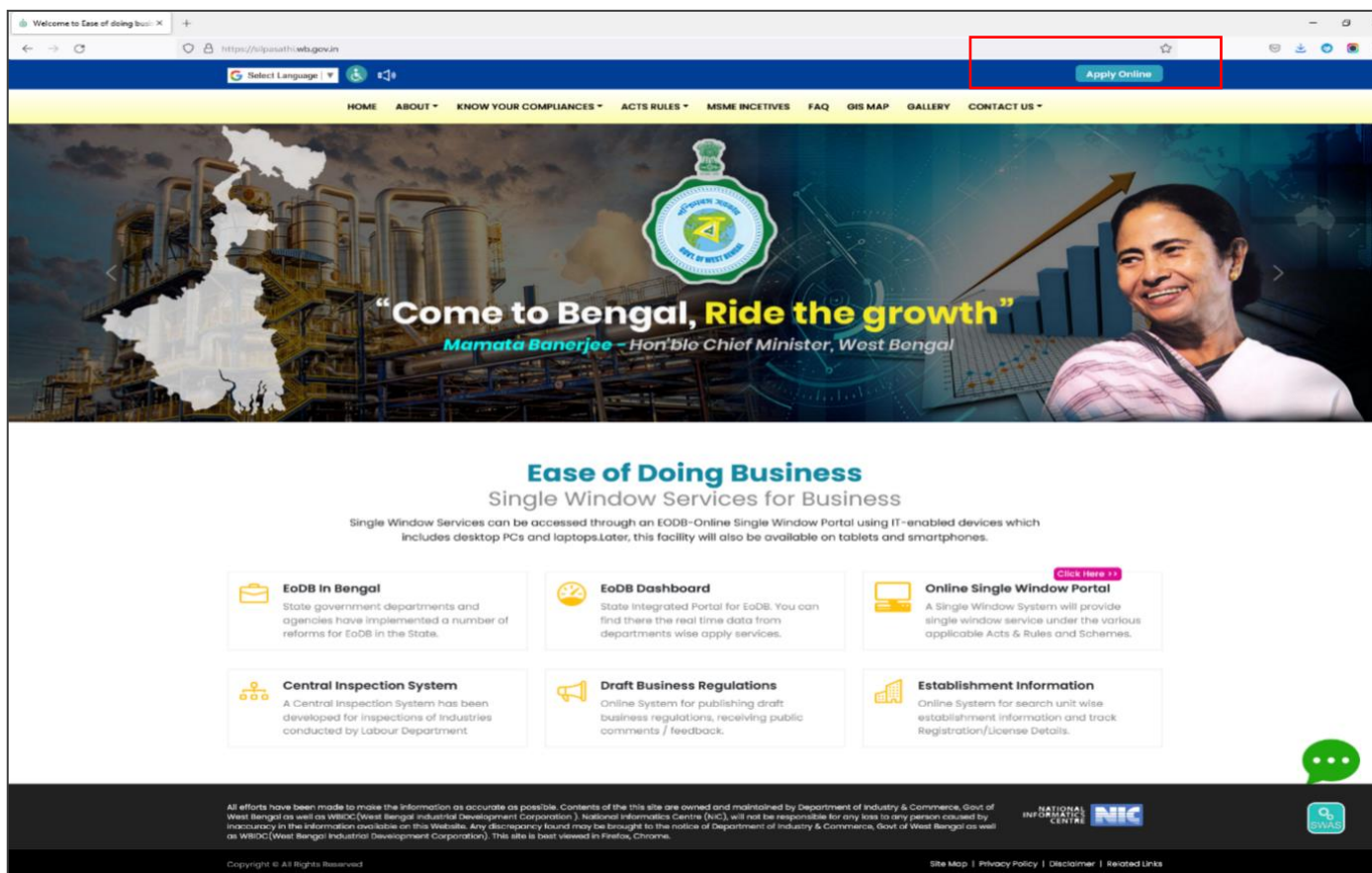
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Application Process through SilpaSathi

1. Online Application submission along with online submission of documents

In order to complete the user registration, the applicant has log on to <https://silpasathi.wb.gov.in/> and click on 'Apply online' button.

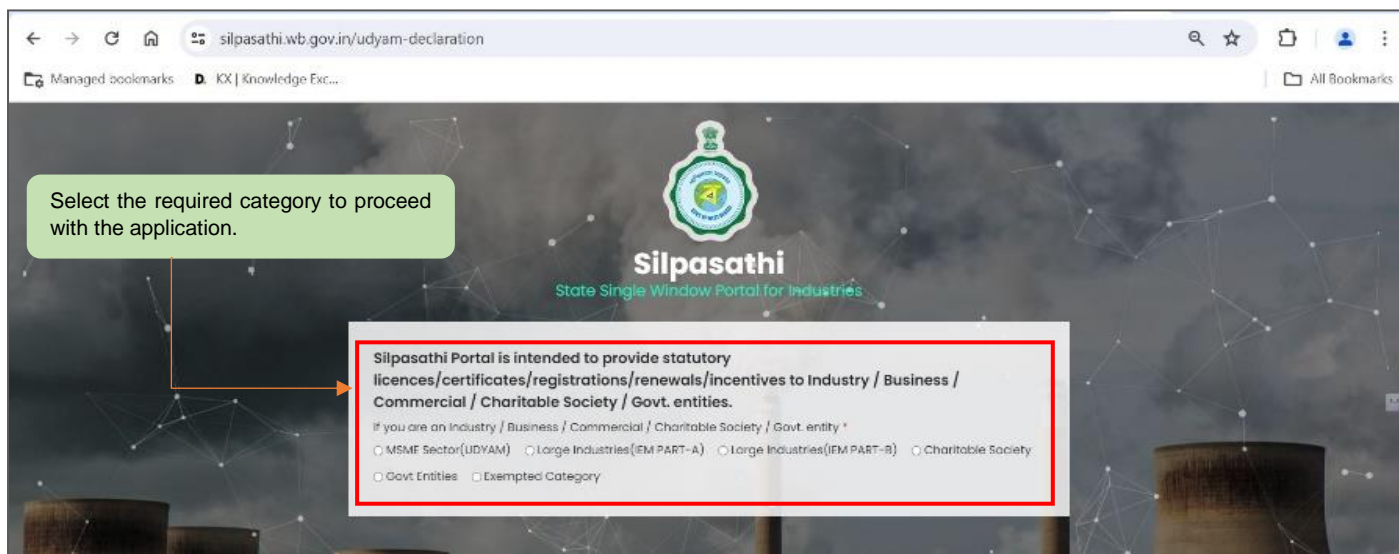


Applicant Log-in: The applicant needs to **select the required category** as illustrated in the screenshot below and proceed for registration.

User Manual

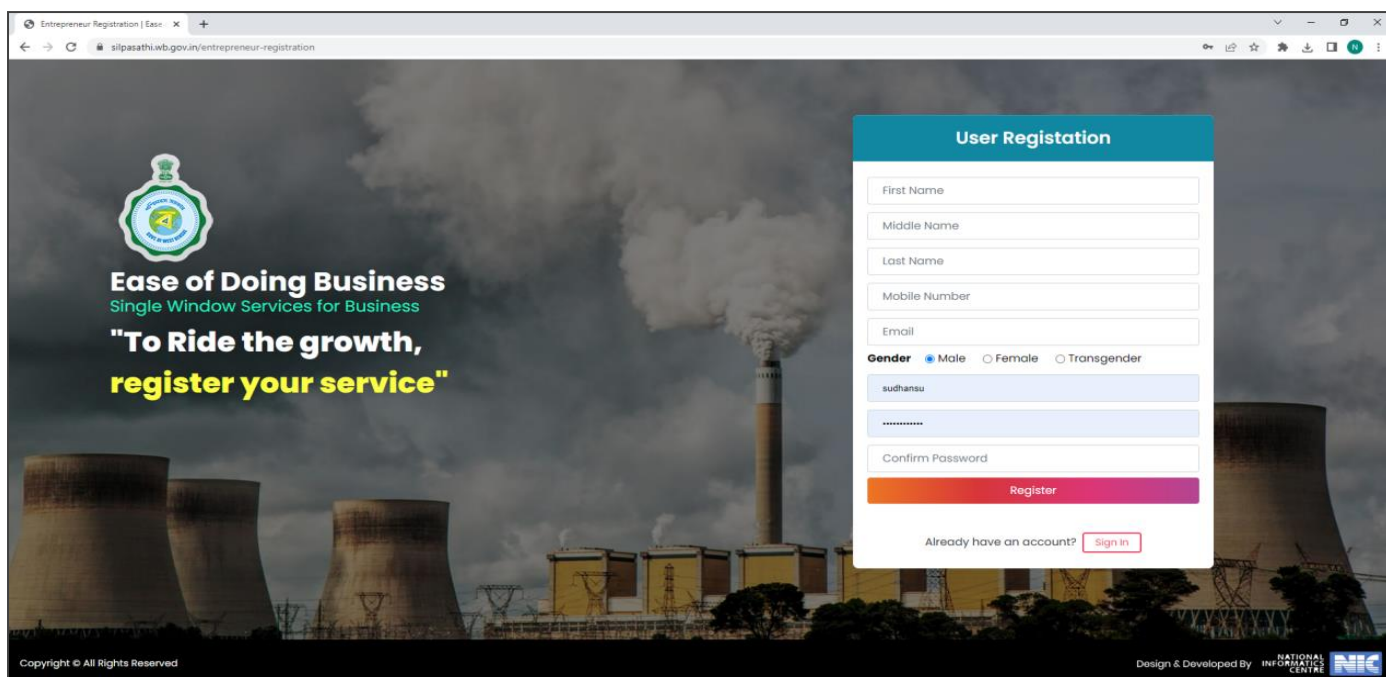
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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A sign-up window appears on the screen. The user has to select 'Create New' if he is a new user. An already registered user in SilpaSathi portal can fill in the username and password and login to the SilpaSathi portal.

The 'User Registration' window will appear with the relevant fields that the applicant needs to fill accurately and click on 'Register' as shown by the below screenshot. In case the applicant already has an account, click on the 'Sign In' button and login using valid User ID, password and Captcha.

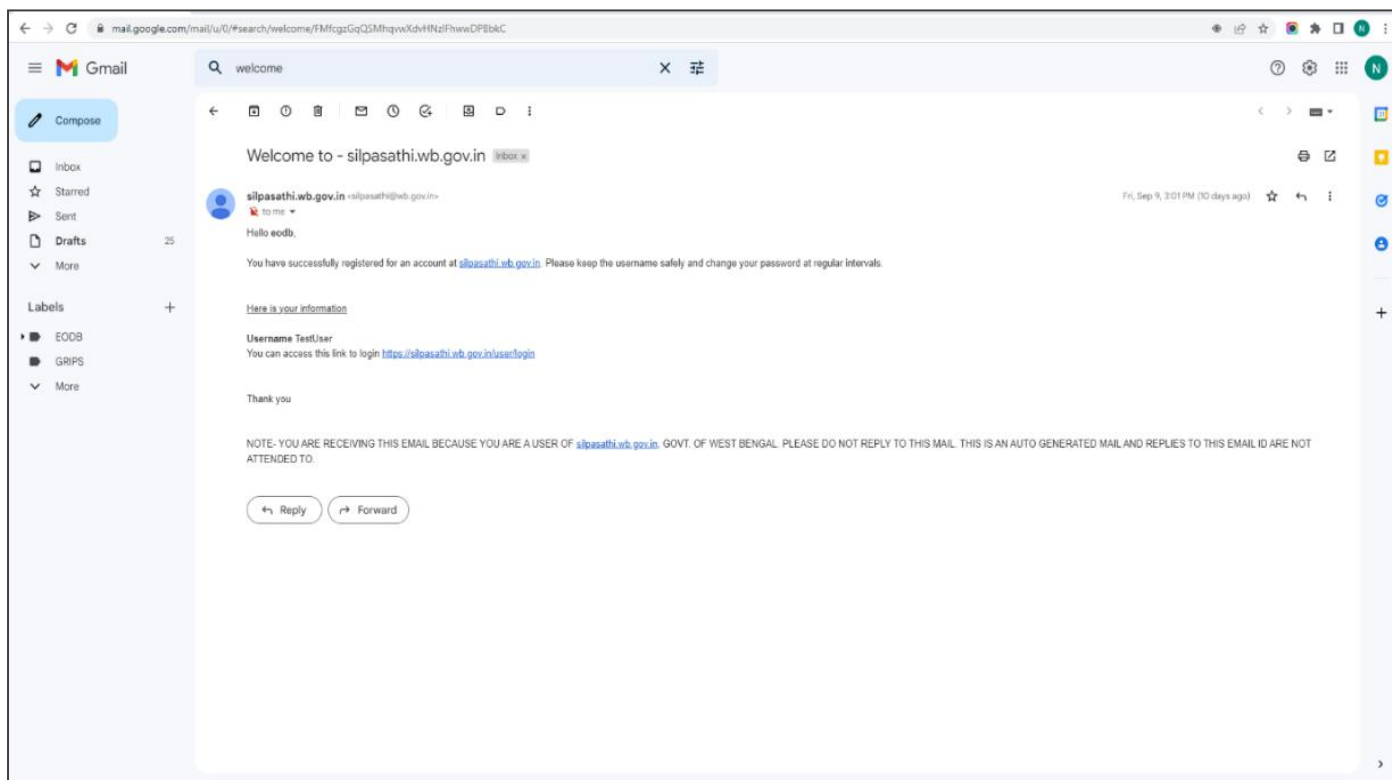


Applicants will receive email confirmation after registering into the single window portal. Please refer to the screenshot below:

User Manual

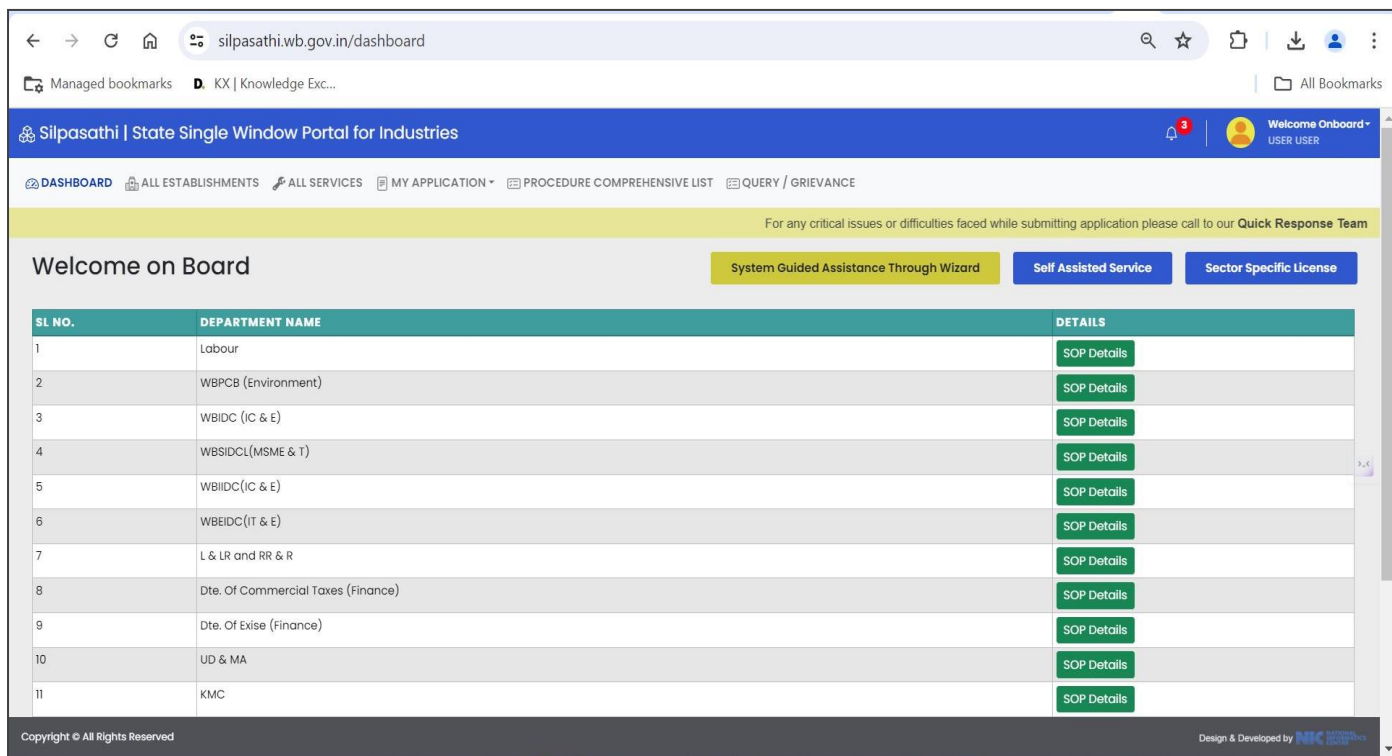
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Online Application submission

Applicants will now be directed to the user dashboard for completing the further procedures. The following screenshots below illustrate the same.

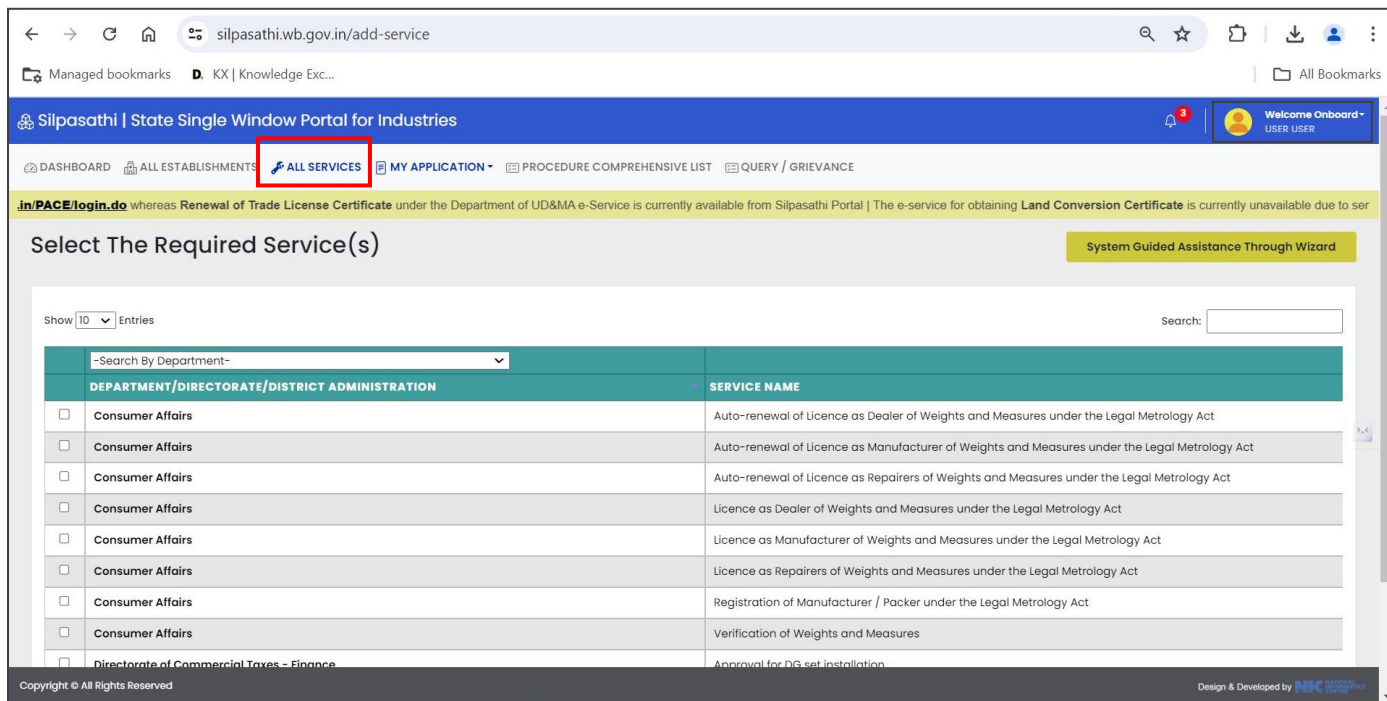


User Manual

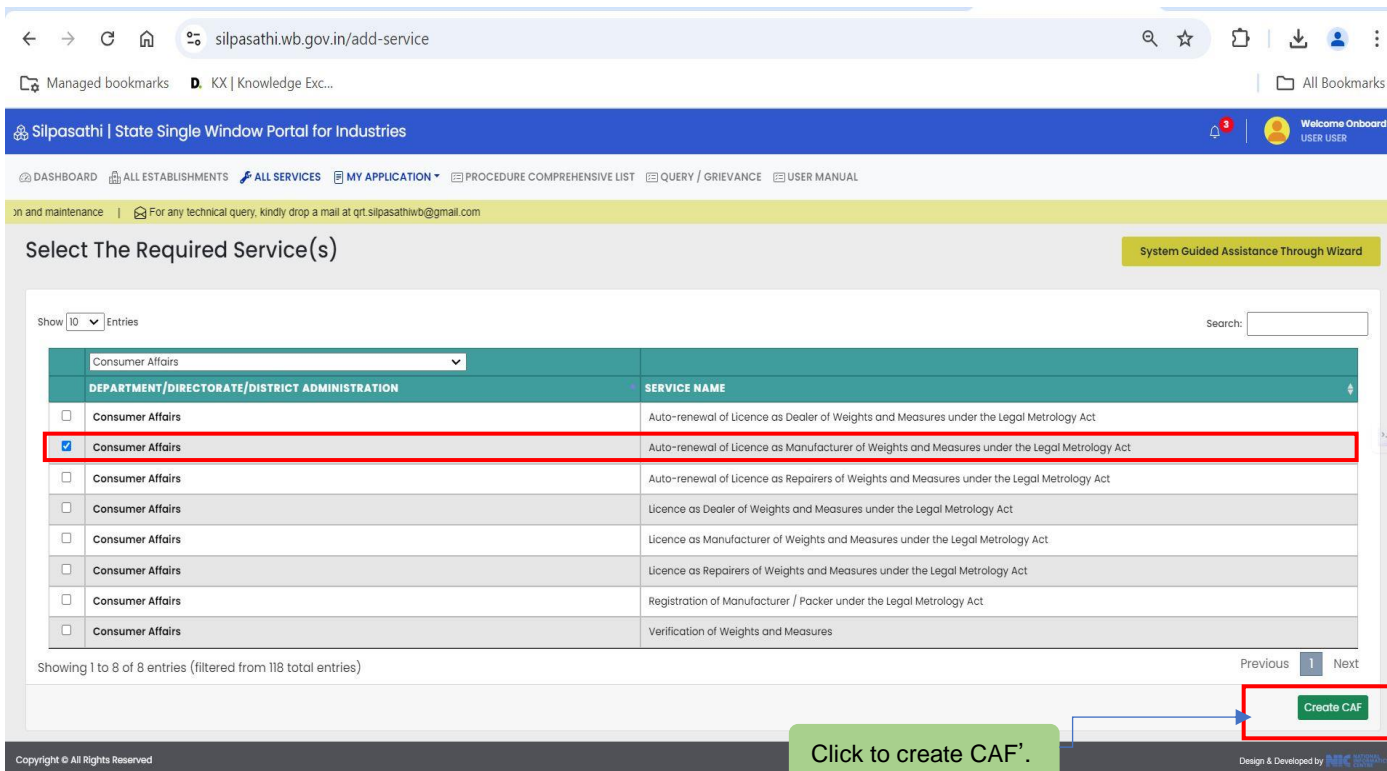
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The applicant has to click on '[ALL SERVICES](#)' to view the list of all services mapped with their corresponding departments.



Once done, a list of services will appear. Applicants need to click on [the checkbox](#) adjacent to the service named **Auto-renewal of License as Manufacturer of Weights and Measures under the Legal Metrology Act**



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

After selecting the service **Auto-renewal of License as Manufacturer of Weights and Measures under the Legal Metrology Act - Dte of Metrology – Consumer Affairs**, the applicant has to click on '**Create CAF**'. Applicant's CAF ID will be created. The unique CAF ID is referred to as the common application form.

Applicant's Dashboard

The screenshot shows the SilpaSathi dashboard with a notification 'CAF ID generated.' and a callout box stating 'Click on 'Apply Online' to proceed with the application.' The dashboard includes a navigation bar, a service menu, and a table of selected services. The 'Apply Online' button for the selected service is highlighted with a red box.

CAF ID generated.

Click on 'Apply Online' to proceed with the application.

silpasathi.wb.gov.in/dashboard

Managed bookmarks D. KX | Knowledge Exc... All Bookmarks

Silpasathi | State Single Window Portal for Industries

Welcome Onboard* USER USER

Service Added Successfully

Add Establishment System Guided Assistance Through Wizard Self Assisted Service Sector Specific License Query / Grievance Submission / Tracking Your Profile

Your Selected Service(s) (Please click on to Check Status [Click Here] button every time at log in to get your updated status and Actionables)
* Note : The applications not submitted past 90 days would be removed from the system.

BUSINESS REFERENCE ID : CAF2023000193

SL NO.	SERVICE	ACTION
1	Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act (WBRTPS Timeline: 75 days) Basic Details saved Document(s) Uploaded Application Submitted Accept for Fees Payment Fees Paid Issued	

BUSINESS REFERENCE ID : CAF2024748462

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After clicking on '**Apply Online**' option, the applicant shall be redirected to the main application form. The applicant will have to fill in the required details and review the application form (screenshot below):

The screenshot shows the application form for 'Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act'. The form includes fields for 'Licence Number', 'Date of Issue', and 'Valid Upto', along with a 'Search' button. The form is titled 'General Information - CAF2023000193'.

Ease of Doing Business | Single Window Services for Business

DASHBOARD ALL ESTABLISHMENTS ALL SERVICES PROCEDURE COMPREHENSIVE LIST QUERY/GRIEVANCES

For any technical query, kindly drop a mail at helpdesk.silpasathi@gmail.com

General Information - CAF2023000193

Licence Number *
Enter Licence Number

Date of Issue *
DD-MM-YYYY

Valid Upto *
DD-MM-YYYY

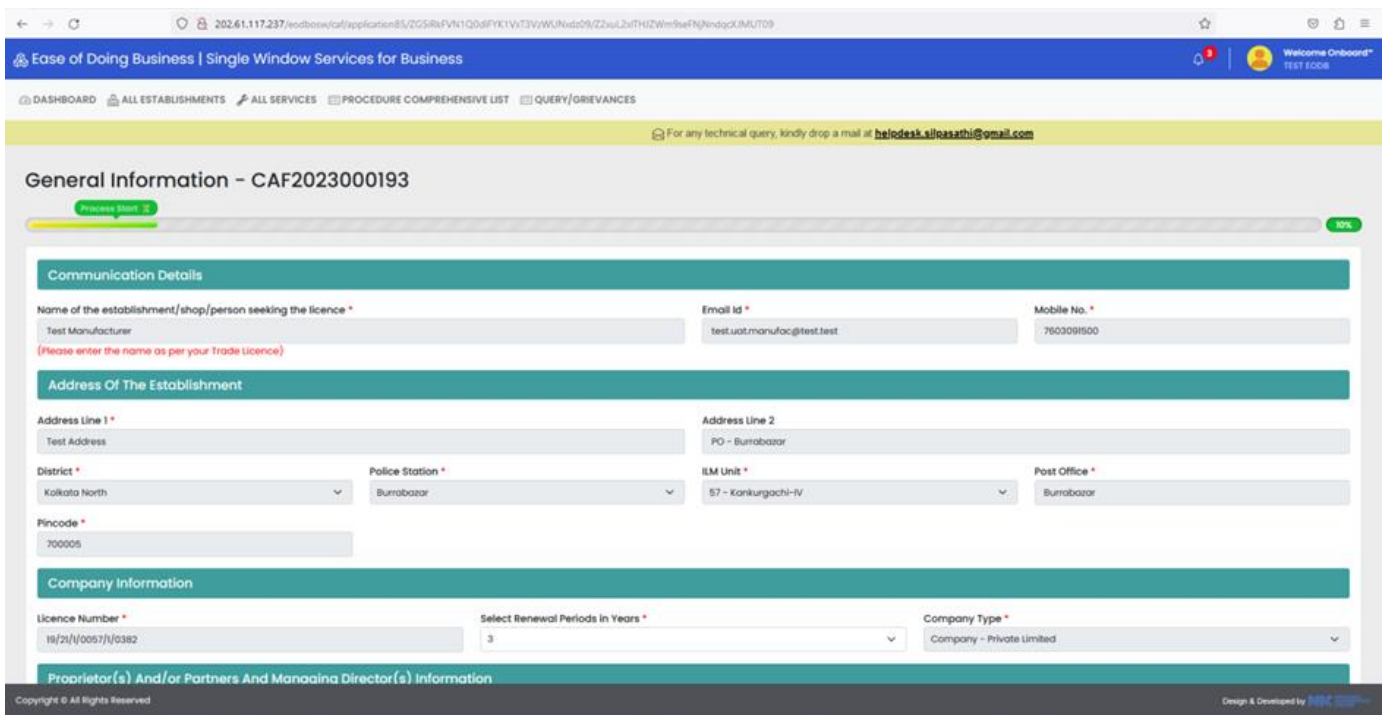
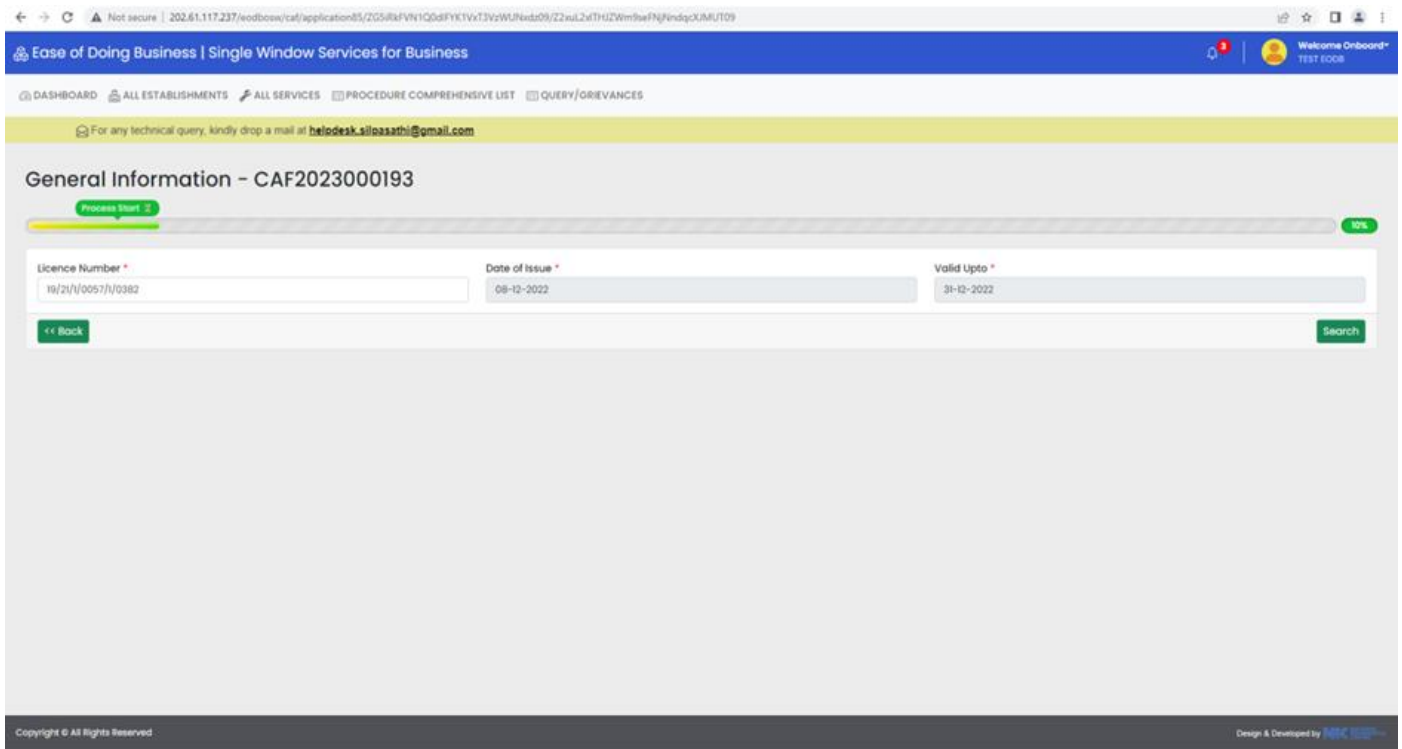
Back Search

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User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The screenshot shows the 'Proprietor(s) And/or Partners And Managing Director(s) Information' section of the application form. It contains a table with the following data:

SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Test Firm		Director	Test Address Burrabazar

Below the table is the 'Weights And Measures Information' section, which includes a table with the following data:

SL. NO.	CATEGORY NAME	CAPACITY
1	Automatic Gravimetric Filling Instrument	10
2	Automatic Rail Weigh Bridges class I	12
3	Beaker Dispensing measures	11

The form also includes fields for 'Details of workshop facilities available', 'Date of registration number of current shop / establishment / Municipal trade licence', and 'The current registration number of factory / shop / establishment / Municipal trade licence'. The 'Tax Information' section contains fields for 'Registration Number of Sales Tax', 'Registration Number of Professional Tax', and 'Registration Number of Income Tax', along with a field for 'GST Number'. A 'Details of production and sales in the last 5 years' section is also present.

The screenshot shows the 'To Be Certified By The Applicant(s)' section of the application form. It contains a declaration and three checkboxes:

Certified that I/we have read the Legal Metrology Act, 2009 and the West Bengal Legal Metrology (Enforcement) Rules, 2011 and agree to abide by the same administrative orders and instructions issued or to be issued thereunder from time to time.

- Certified that I/We agree to deposit the Scheduled license fees of Rs.1000 with Government as soon as requested to do so by the Licensing Authority.
- Certified that all the information furnished above is true to the best of my/our knowledge.
- Also certified that I/we understand that if any false information or false return is detected I/We will be liable for any punishment as per law.

At the bottom of the form, there are two buttons: '<< Back' and 'Save & Continue >>'. The form also includes a 'Details of production and sales in the last 5 years' section.

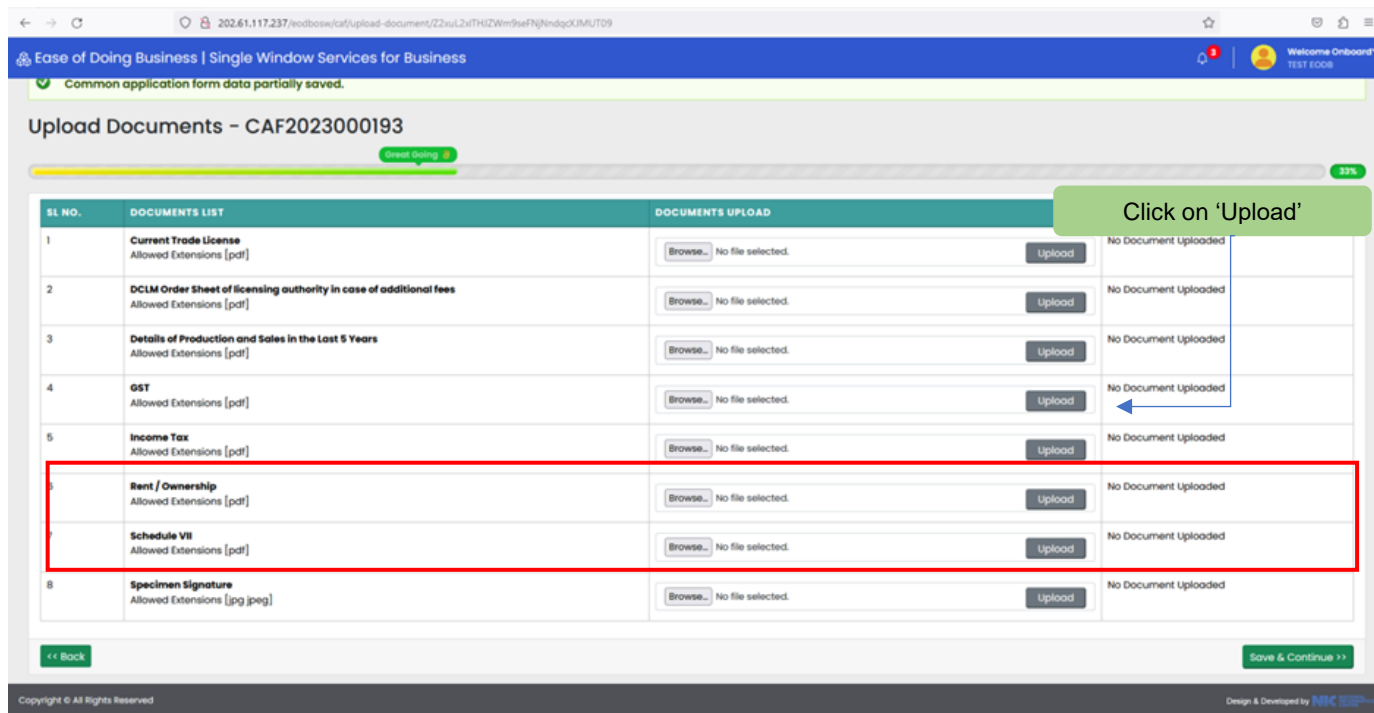
Upon completion of the application process along with document submission, the applicant clicks on the 'Submit' button for final submission of the application.

User Manual

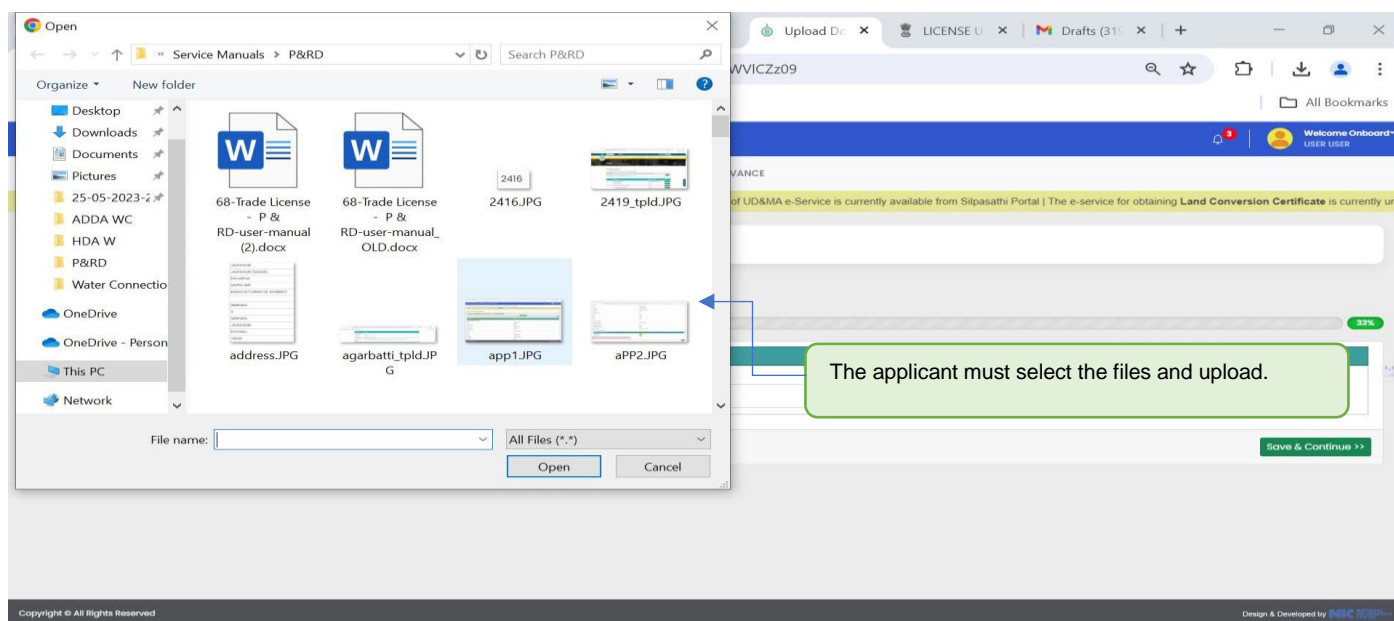
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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The document submission process has been described below. Please refer to the screenshots below for detailed illustrations.



The applicant has to browse the required files in his system and upload them as described in the screenshots. A dialogue box appears after clicking on '**Browse**'. Once the required file is selected, the applicant has to click on '**Upload**' button to upload the files successfully.



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant is required to upload **the required documents** in **pdf format** as illustrated in the screenshots. After filling the application form and uploading the required documents the applicant has to click on '**Save and Continue**' to proceed with the application.

Common application form data partially saved.

Upload Documents - CAF2023000193

SL NO.	DOCUMENTS LIST	DOCUMENTS UPLOAD	DOCUMENT HISTORY
1	Current Trade License Allowed Extensions [pdf]	sample.pdf <input type="button" value="Remove"/>	
2	DCLM Order Sheet of licensing authority in case of additional fees Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf <input type="button" value="Remove"/>	
3	Details of Production and Sales in the Last 5 Years Allowed Extensions [pdf]	sample.pdf <input type="button" value="Remove"/>	
4	GST Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf <input type="button" value="Remove"/>	
5	Income Tax Allowed Extensions [pdf]	Get_Started_With_Smallpdf.pdf <input type="button" value="Remove"/>	
6	Rent / Ownership Allowed Extensions [pdf]	sample.pdf <input type="button" value="Remove"/>	
7	Schedule VII Allowed Extensions [pdf]	sample.pdf <input type="button" value="Remove"/>	
8	Specimen Signature Allowed Extensions [jpg .jpeg]	sample_signature.jpg <input type="button" value="Remove"/>	No Document Uploaded

← Back

Click to continue with the application process.

The applicant shall review the filled in application form and proceed for final submission of application. Once reviewed, the applicant shall also be required to click on the Declaration checkbox on the bottom left of the application page before proceeding to '**Submit**' button, as illustrated in the screenshots below.

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Application Form

The screenshot shows the 'Common Application Form Preview - CAF2023000193' page. At the top, a green notification bar states 'Documents successfully uploaded.' with a checkmark icon. A callout box points to this message with the text 'Documents upload successful.' Below the notification, a progress bar indicates 67% completion. The form is divided into two main sections: 'PARAMETERS' and 'INPUTS'. The 'PARAMETERS' section includes 'Communication Details' (Name, Email, Mobile), 'Complete Address of the Establishment' (Address Line 1, Address Line 2, District, Police Station, ILM Unit, Post Office, Pincode), and 'Licence and Company Information'. The 'INPUTS' section contains the corresponding values for these parameters.

PARAMETERS	INPUTS
Communication Details	
Name of the establishment/shop/person seeking the licence	Test Manufacturer
Email Id	test.uat.manufac@test.test
Mobile No.	7803091500
Complete Address of the Establishment	
Address Line 1	Test Address
Address Line 2	PO - Burrabazar
District	Kolkata North
Police Station	Burrabazar
ILM Unit	57 - Kankurgachi-IV
Post Office	Burrabazar
Pincode	700005
Licence and Company Information	

The screenshot shows the 'Licence and Company Information' section of the application form. It includes fields for Licence Number, Select Renewal Period in Years, and Company Type. Below this is a table for 'Name and Address of Proprietor/ Partners/ Directors of the Concern/ Firm/ Company'. The table has columns for SL. NO., NAME, FATHER'S/HUSBAND'S NAME, DESIGNATION, and ADDRESS. The next section is 'The type of weights and measures proposed to be manufactured', which includes a table with columns for Name and Capacity. The final section is 'Monogram, Workshop and Registration Information', which includes fields for monogram, workshop details, and registration numbers. The 'Tax Information' section includes fields for Registration Number of Sales Tax, Registration Number of Professional Tax, and Registration Number of Income Tax.

SL. NO.	NAME	FATHER'S/HUSBAND'S NAME	DESIGNATION	ADDRESS
1	Test Firm		Director	Test Address Burrabazar

Name	Capacity
Automatic Gravimetric Filling Instrument	10
Automatic Rail Weigh Bridges class I	12
Beaker Dispensing measures	11

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Weights And Measures Information

Category Name	Capacity
Automatic Gravimetric Filling Instrument	10
Automatic Rail Weigh Bridges class- 0.5	5
Automatic Rail Weigh Bridges class-2	10

Other Information

Area in which you are operating	Kolkata North
Have you sufficient stock of loan / test weights etc?	No
Details	
Please give details with particulars of stamping	Test particulars of stamping details

UPLOADED SUPPORTING DOCUMENTS

Specimen Signature	View
Current Trade License	View
Rent / Ownership	View
Income Tax	View
GST	View
Particulars of Stamping Details	View
Schedule VII	View
DCLM Order Sheet of licensing authority in case of additional fees	View

I hereby declare that the particulars given above are true to the best of my knowledge and belief *

[Submit](#)

Declaration statement

Click on submit for submission of application.

On clicking on 'Submit' link, the following webpage appears post submission of application with updated Status.

Current Status-CAF2023000193

NAME OF THE SERVICES	CURRENT STATUS	DATE
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	Application Saved	Completed
	Documents Uploaded	Completed
	Application Submitted	Completed
	Accept for Fees Payment	Completed
	Fees Paid	Pending
	Issued	Pending

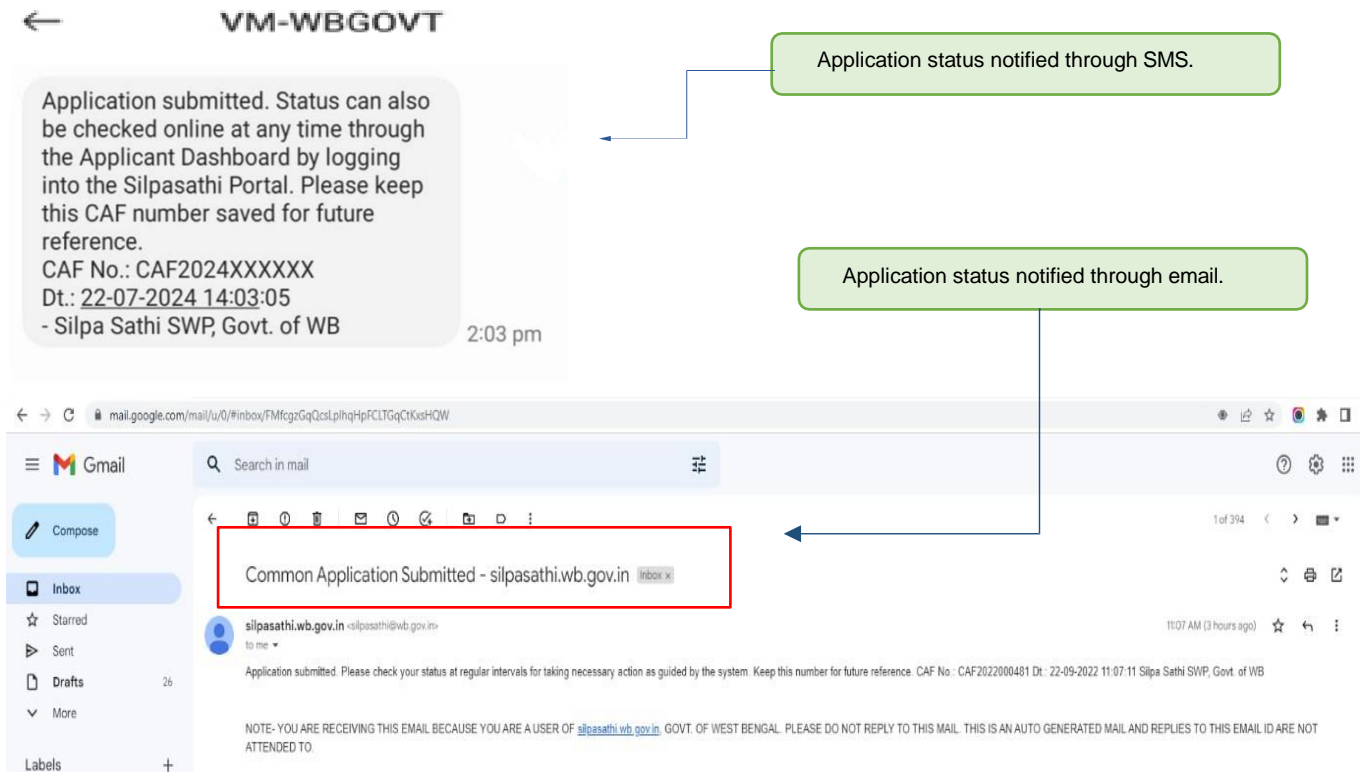
Application status updated.

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

The applicant /user shall be notified via SMS and email on his registered phone number and email id respectively. The applicant receives notifications at different stages of the application - application submission, application approval, etc.



User Manual

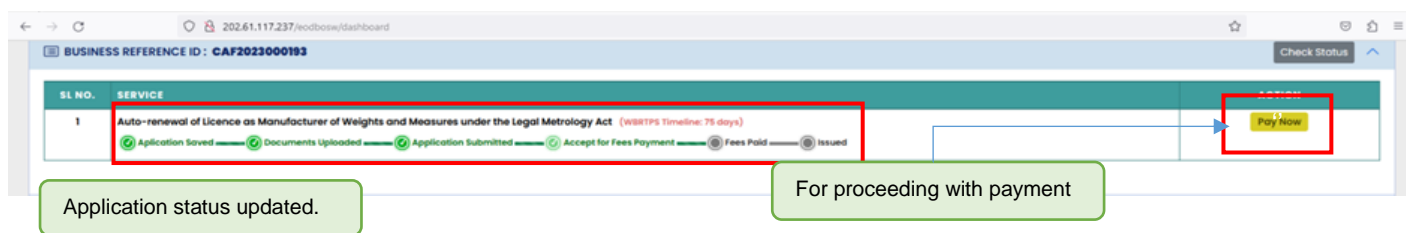
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Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

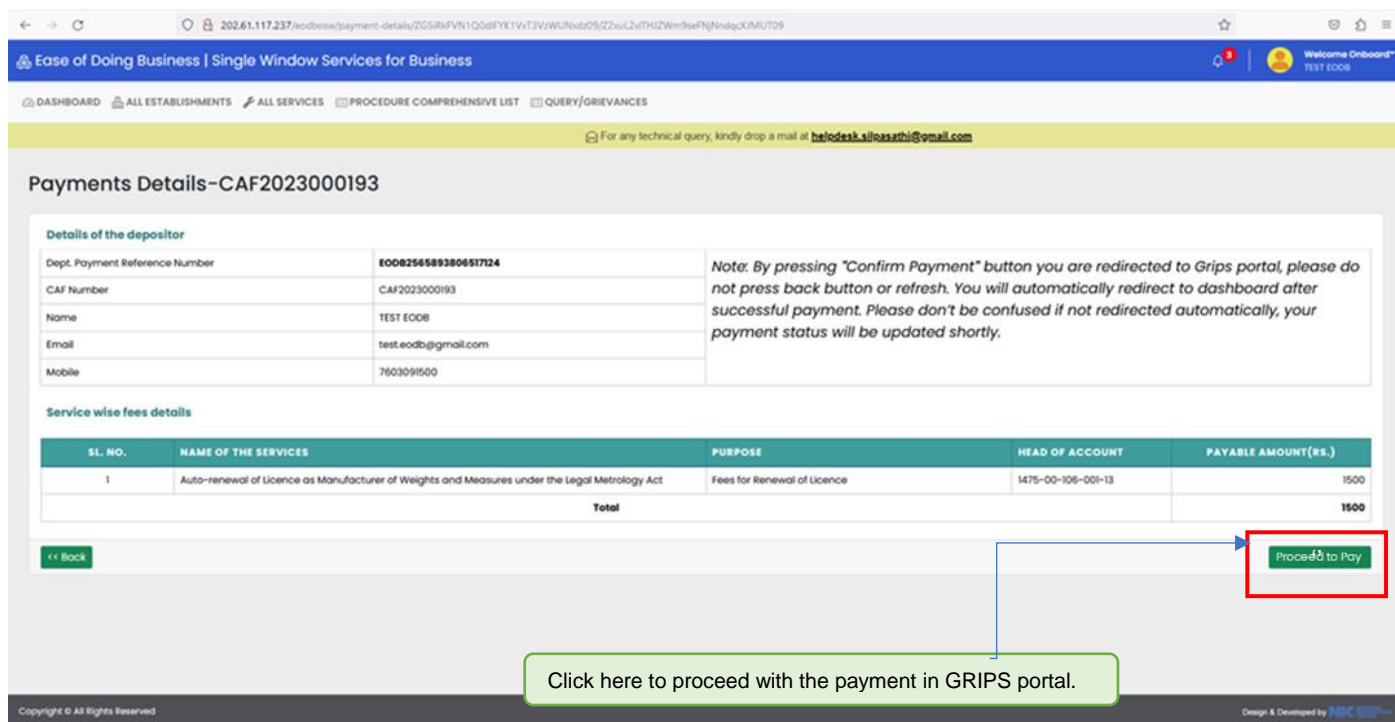
2. Online Fees Payment

The applicant is now required to pay the required fees based on the application filled by the applicant. The applicant has to click on 'Pay Now' option and proceed with the payment procedure. The screenshot below provides an illustration:

Applicant's Dashboard



The payment procedure has been illustrated as per the following screenshots. The applicant can proceed with the payment after clicking on the 'Proceed to Pay' option.

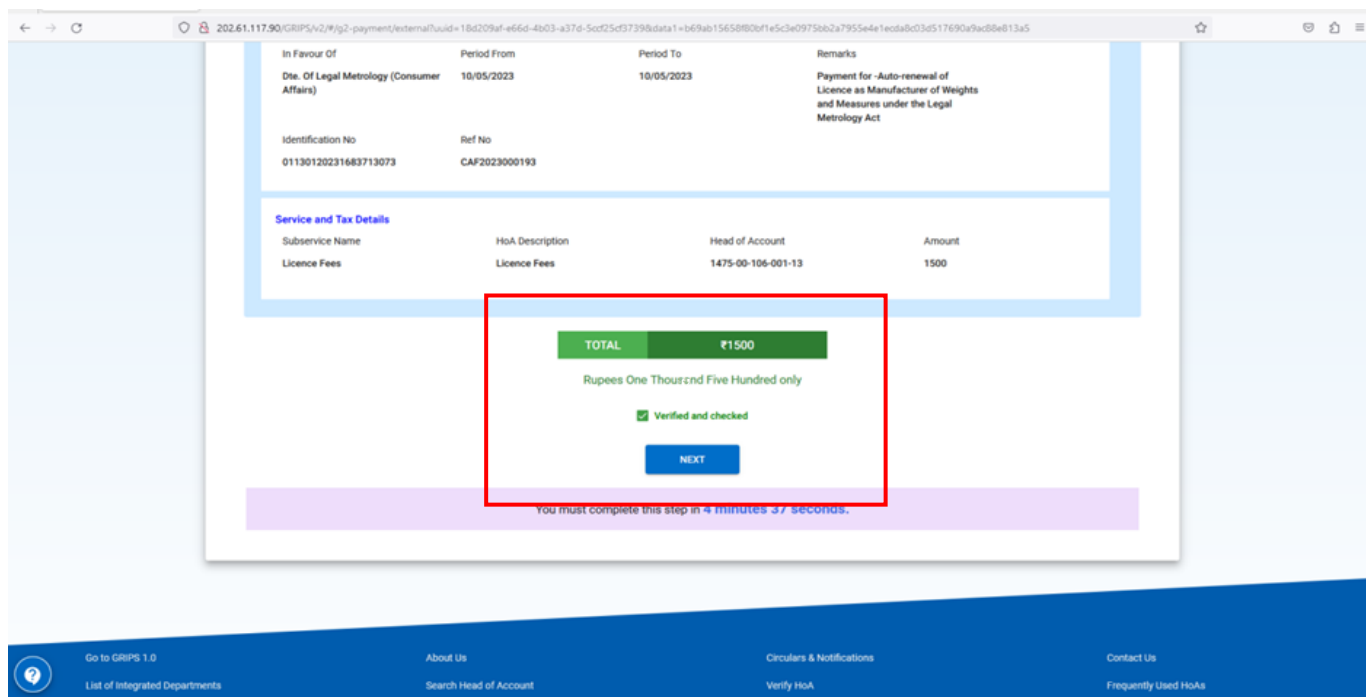
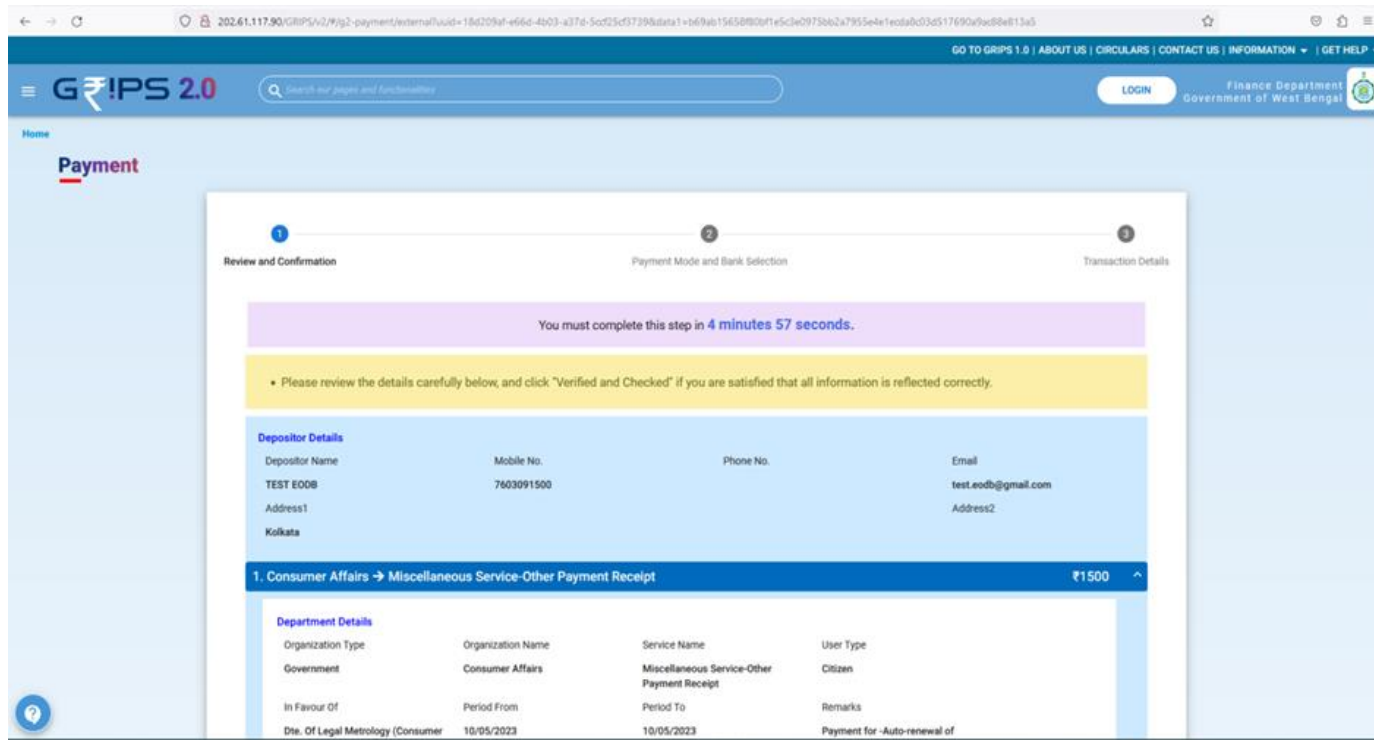


The applicant is redirected to the **GRIPS portal** to complete the payment process. The applicant shall be able to choose between various modes of payment methods for fees payment.

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

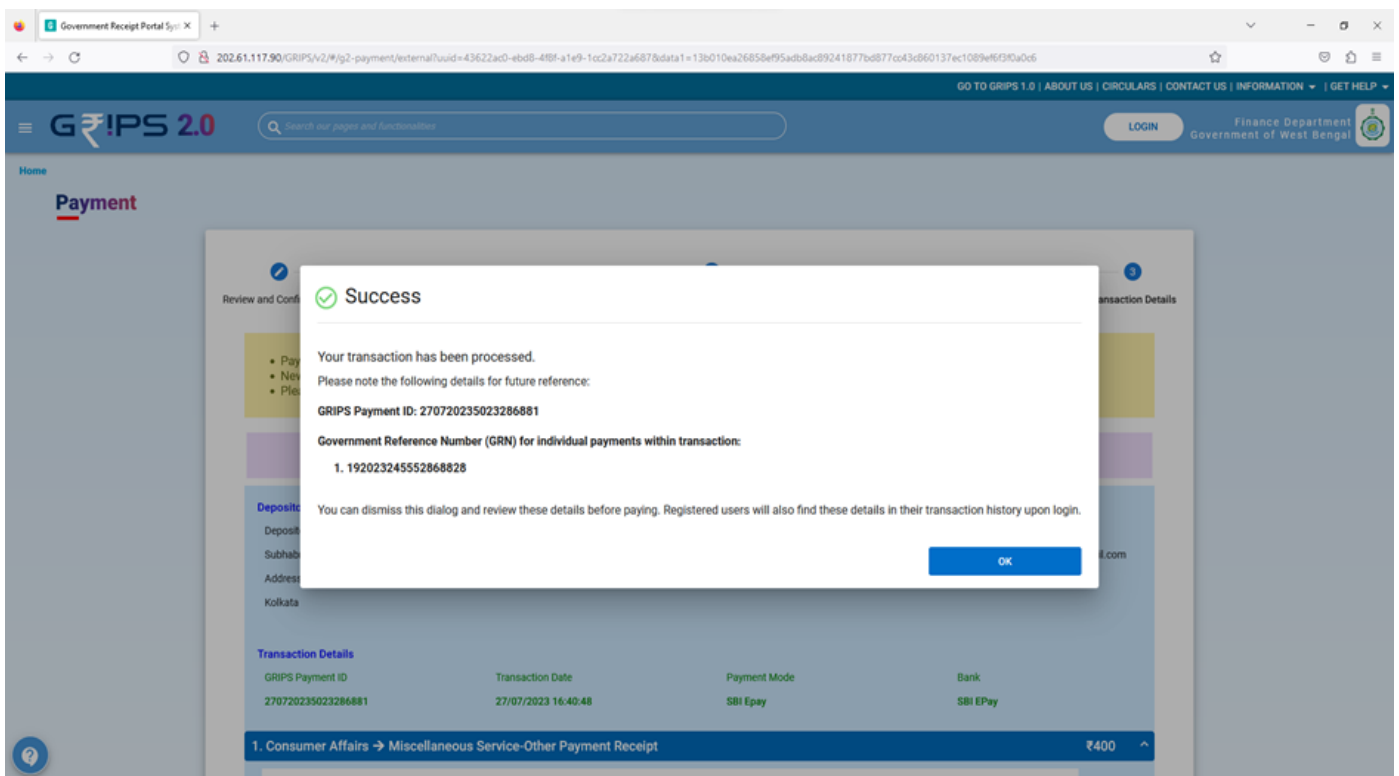
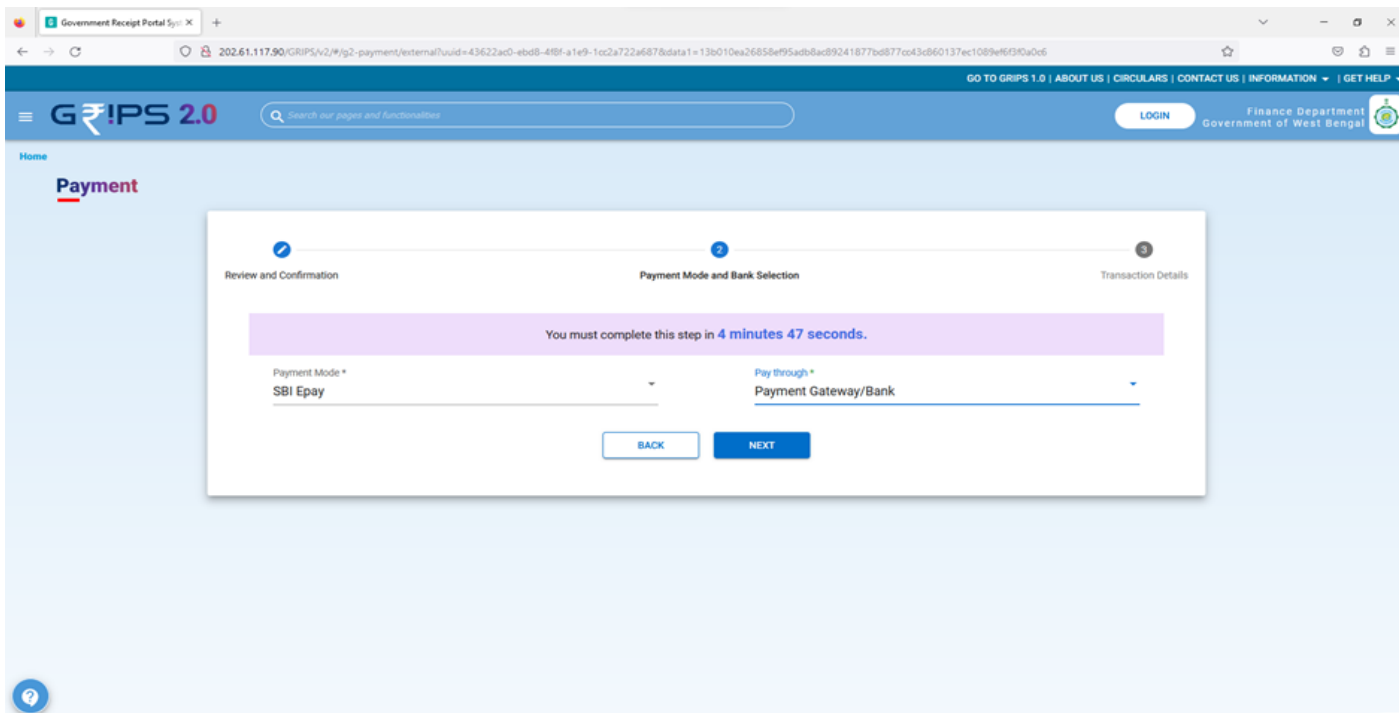
Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)

Payment

Review and Confirmation | Payment Mode and Bank Selection | **Transaction Details**

You must complete this step in 4 minutes 49 seconds.

- Payment ID and GRN(s) for this transaction have been successfully generated.
- Newly generated data is highlighted in green. You can hover over the same to understand what it means.
- Please review below, save these numbers for future reference, and click 'Pay Now' when you are ready to proceed to bank/payment portal.

You must complete this step in 4 minutes 50 seconds.

Depositor Details			
Depositor Name	Mobile No.	Phone No.	Email
TEST EODB	7603091500		test.eodb@gmail.com
Address1			Address2
Kolkata			

Transaction Details			
GRIPS Payment ID	Transaction Date	Payment Mode	Bank
10052023022275343	10/05/2023 15:36:14	SBI Epay	SBI EPay

1. Consumer Affairs → Miscellaneous Service-Other Payment Receipt ₹1500

GRN Details			
GRN	Organization Type	Organization Name	Service Name
192023245552753448	Government	Consumer Affairs	Miscellaneous Service-Other Payment Receipt
User Type	In Favour Of	Period From	Period To
Citizen	Dte. Of Legal Metrology (Consumer Affairs)	10/05/2023	10/05/2023
Remarks	Identification No	Ref No	
Payment for -Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act	01130120231683713073	CAF2023000193	

Service and Tax Details			
Subservice Name	HOA Description	Head of Account	Amount
Licence Fees	Licence Fees	1475-00-106-001-13	1500

TOTAL ₹1500
Rupees One Thousand Five Hundred only

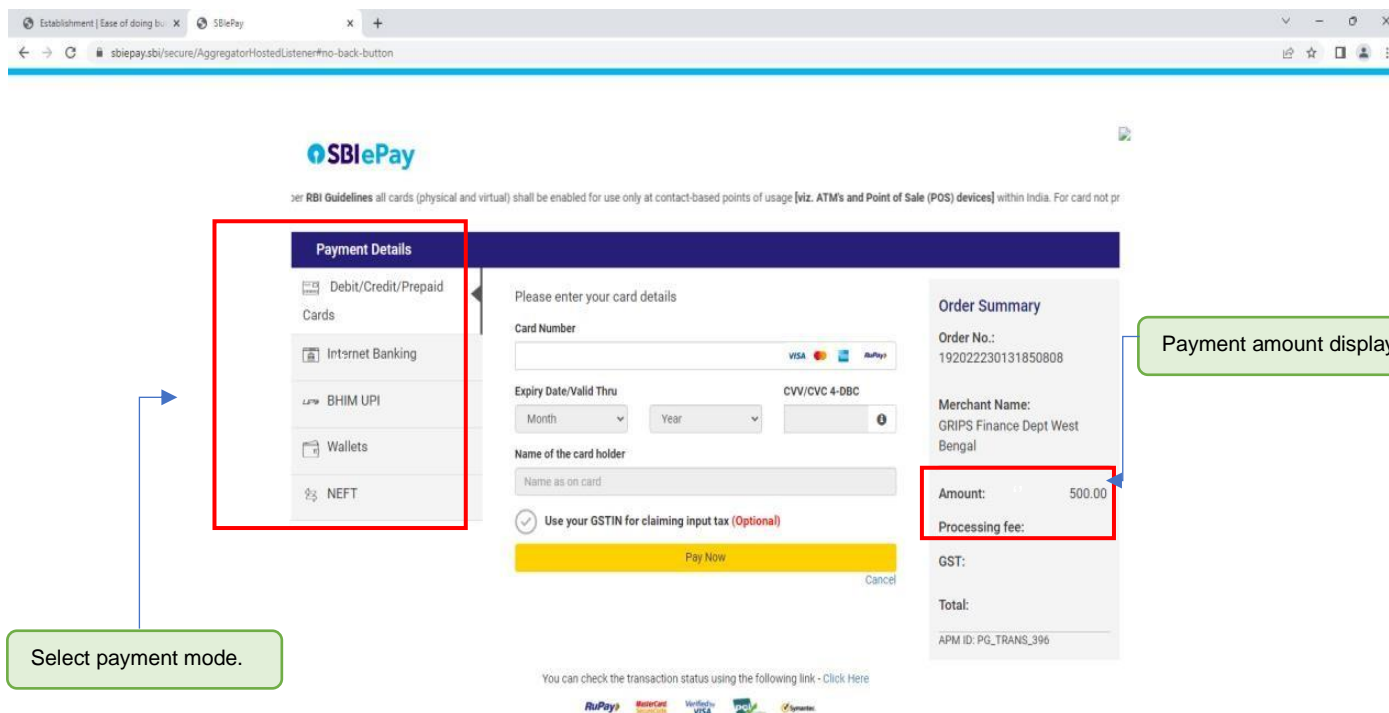
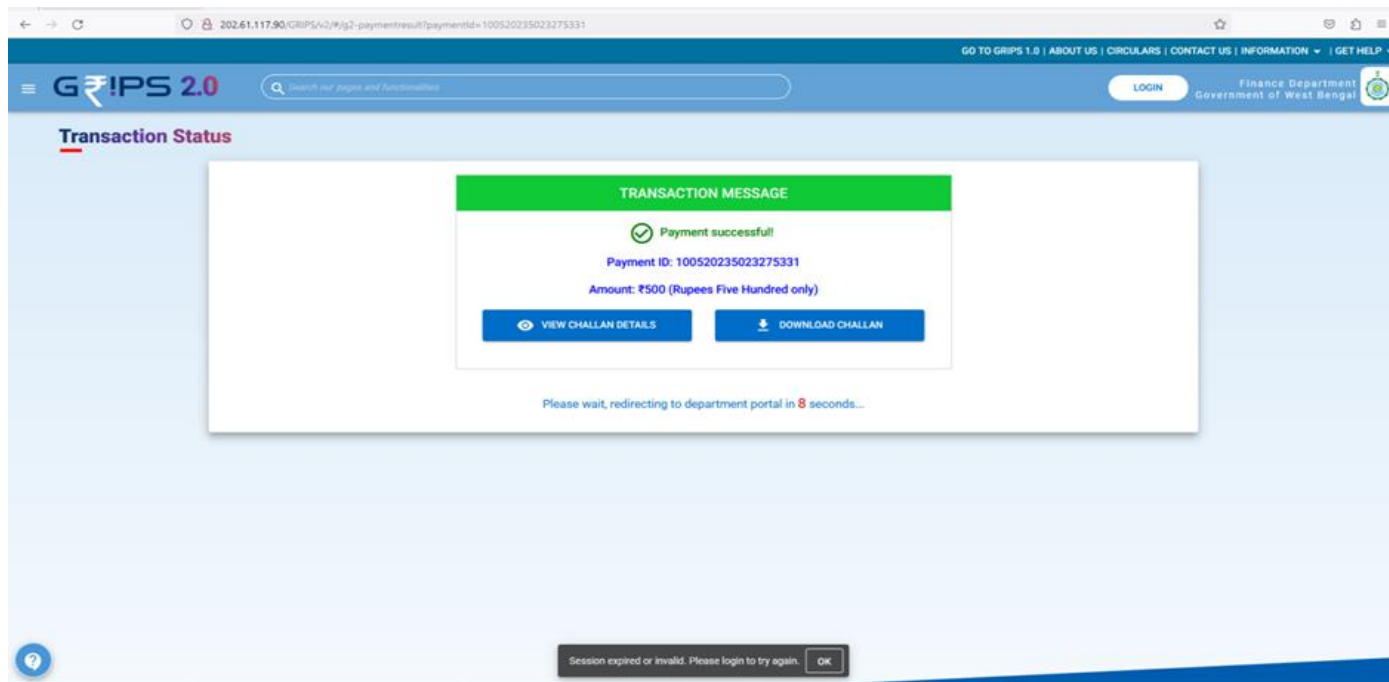
You must complete this step in 4 minutes 36 seconds.

You must complete this step in 4 minutes 35 seconds.

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

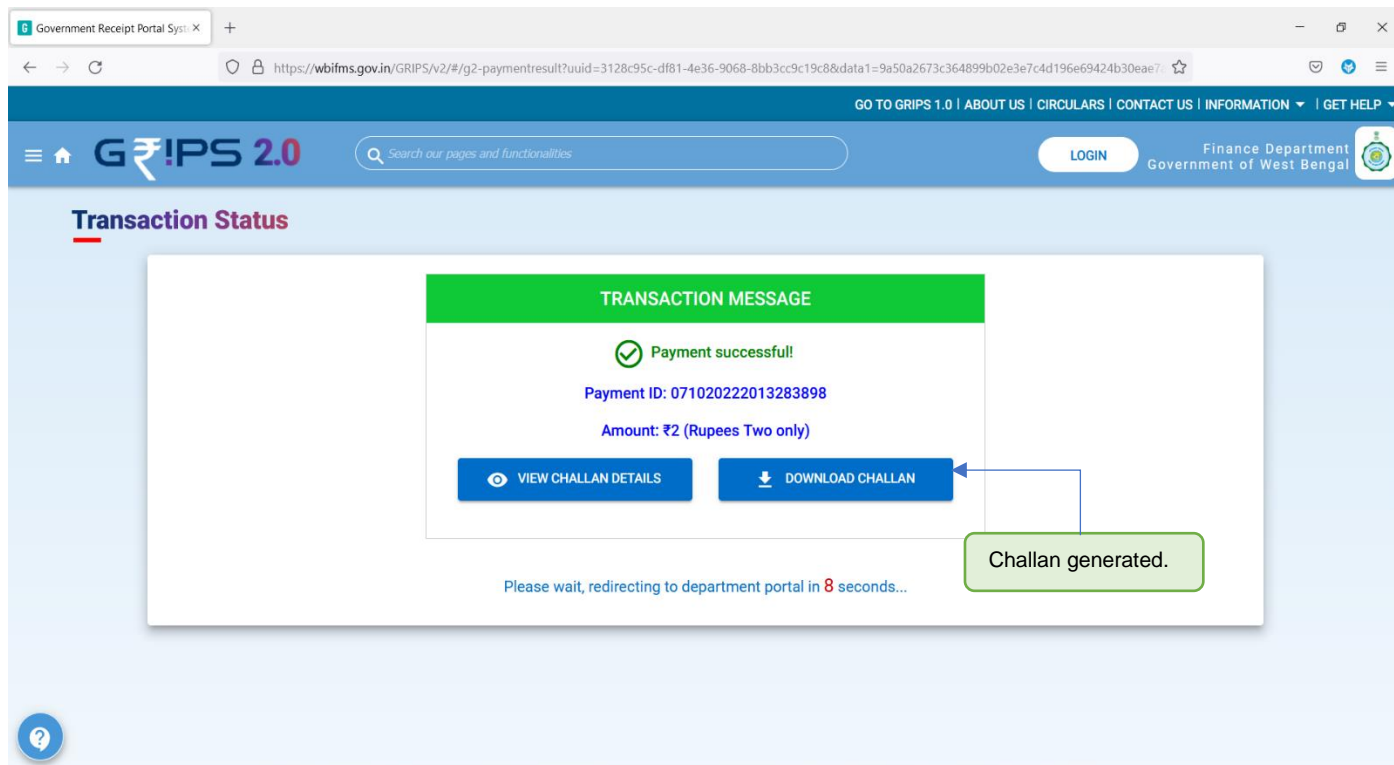
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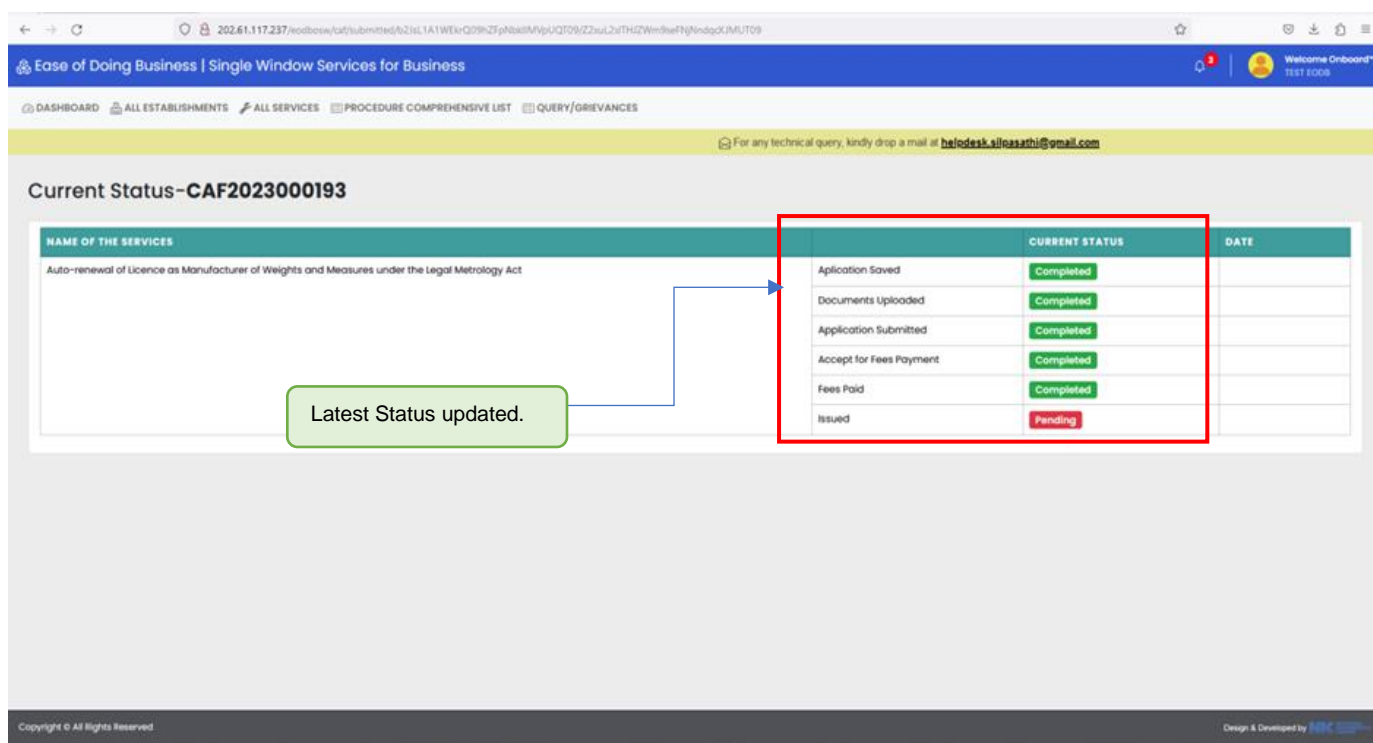
User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



After subsequent approval by the authority, the applicant will receive in the online system the License approved by the Department.



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

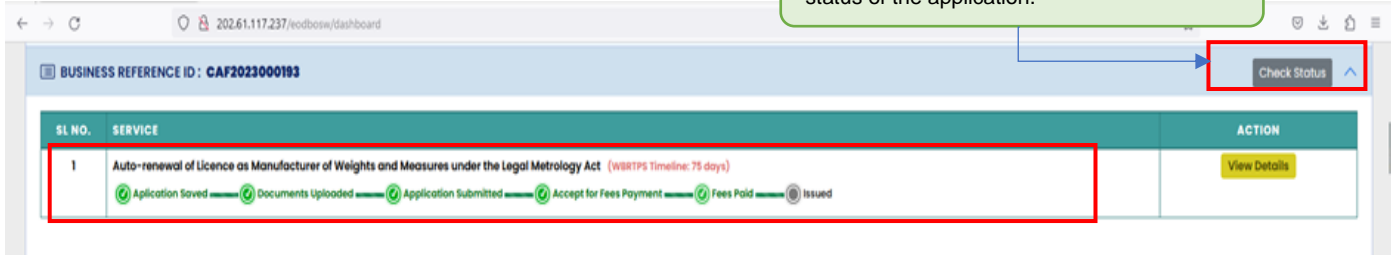
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3. Track Status of Application

The applicant has to click on 'Check Status' to view the latest status of the application.

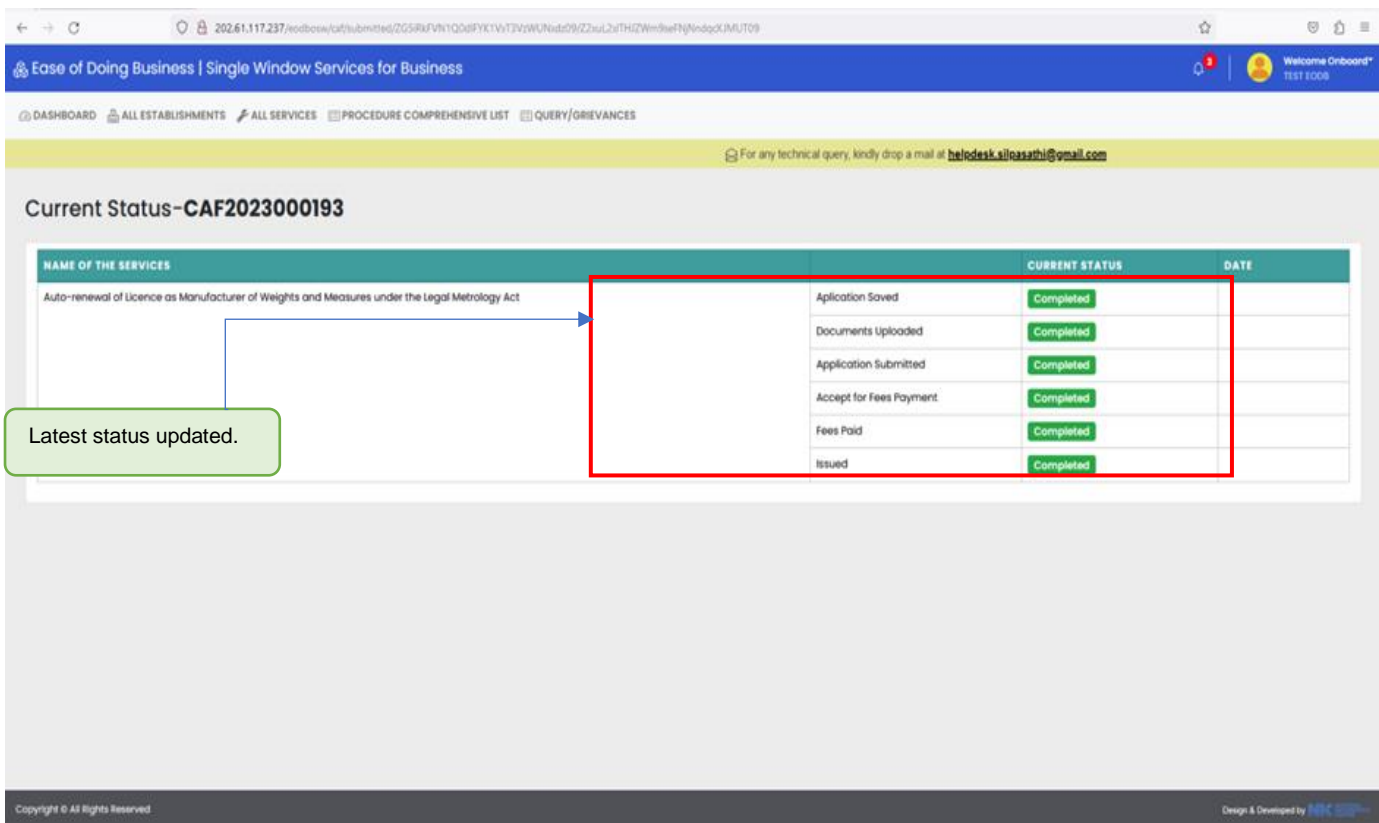
Applicant's Dashboard

Click on 'Check Status' to check the latest status of the application.



Note: Latest status can be seen any time through Applicant's Dashboard

Current status appears in the Status Dashboard (Screenshot below).



Note: Applicant can click on 'Check Status' at periodic intervals and can view the latest status of the application

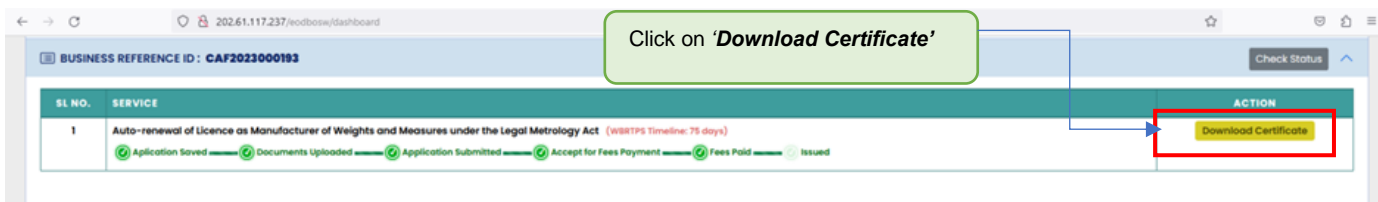
User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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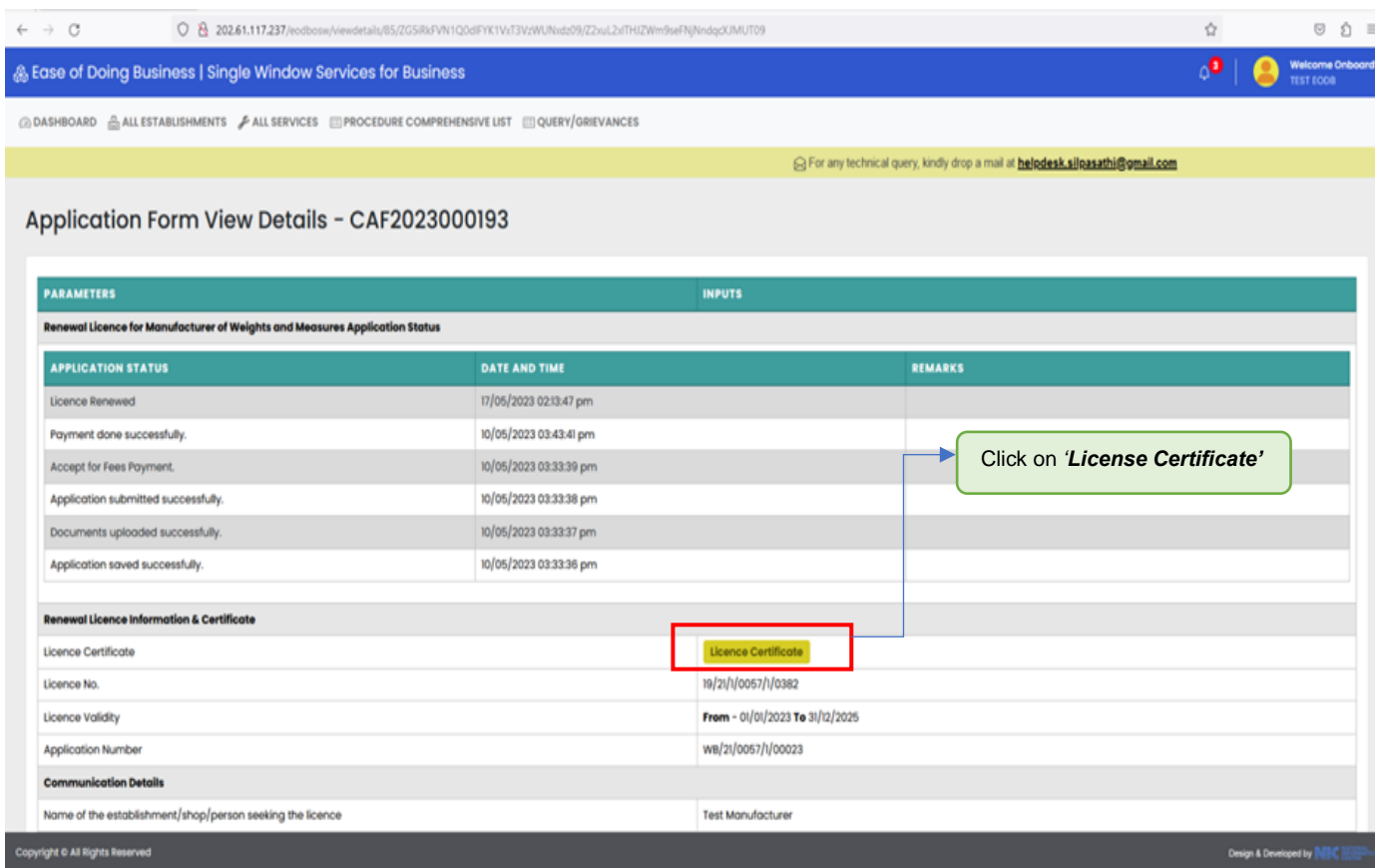
4. Online Download of final approval certificate

Applicant's Dashboard



Note: Latest status can be seen any time through Applicant's Dashboard

The applicant shall now be able to download the final certificate after final approval of application. The applicant has to click on '**License Certificate**' icon to download the Final Approval Certificate issued.



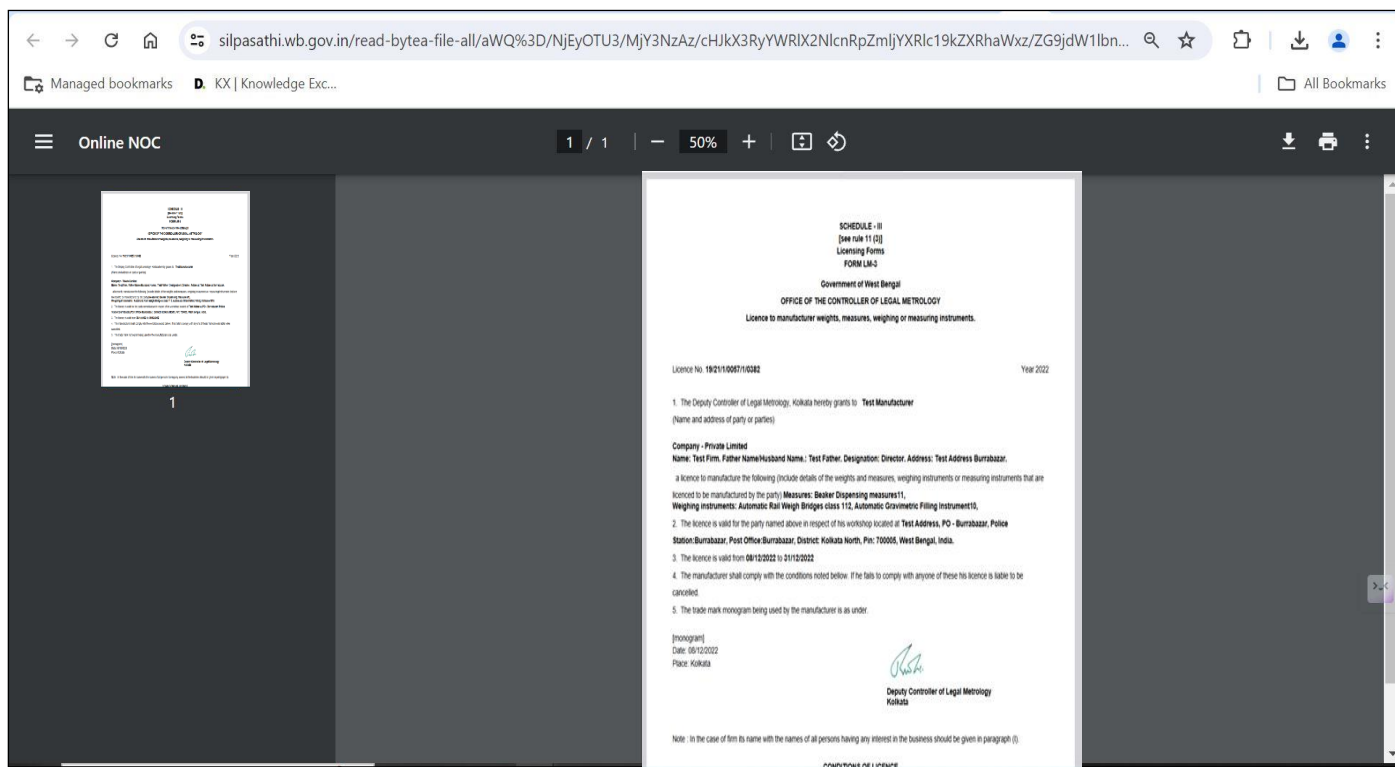
User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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The certificate as downloaded has been illustrated in the screenshot below:

The Final Certificate gets downloaded (Screenshot)



One Approval certificate document has been illustrated below:



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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CONDITIONS OF LICENCE

1. The person in whose favour this licence is issued shall, -

- (a) Comply with all the relevant provisions of the Act and Rules for the time being in force;
- (b) Not encourage or countenance any infringement of the provisions of the Act or the Rules amended from time to time;
- (c) Exhibit this licence in some conspicuous part of the premises to which it relates;
- (d) Comply with any general or special directions that may be given by the Controller of Legal Metrology;
- (e) Surrender the licence in the event of closure of business and/or cancellation of Licence;
- (f) Present the weights, measures, weighing or measuring instruments as the case may be manufactured and meant for use within the State, to the Legal Metrology officer for verification and stamping before sale;
- (g) Submit the application for renewal of this licence as required under the rules thirty days before the expiry of the validity of the licence.

2. Every condition prescribed after the issue of this licence shall, if notified in the Official Gazette, be binding on the persons to whom the licence has been granted.

Signature Not Verified
Digitally signed by DS
DIRECTORATE OF LEGAL
METROLOGY
Date: 2023.05.10 10:19:24
UTC



Renewal entries

Current No :19/21/1/0057/1/0382
Date:10/05/2023
Renewed for:2023 to 2025



Renewal entries

Current No :19/21/1/0057/1/0382
Date:10/05/2023
Renewed for:2023 to 2025


Assistant Controller of Legal Metrology
Kolkata North

User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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5. Third Party verification details

Third party verification is a process by which any independent user / third party verifies an individual's license and registration details online check authenticity of the Certificate, without

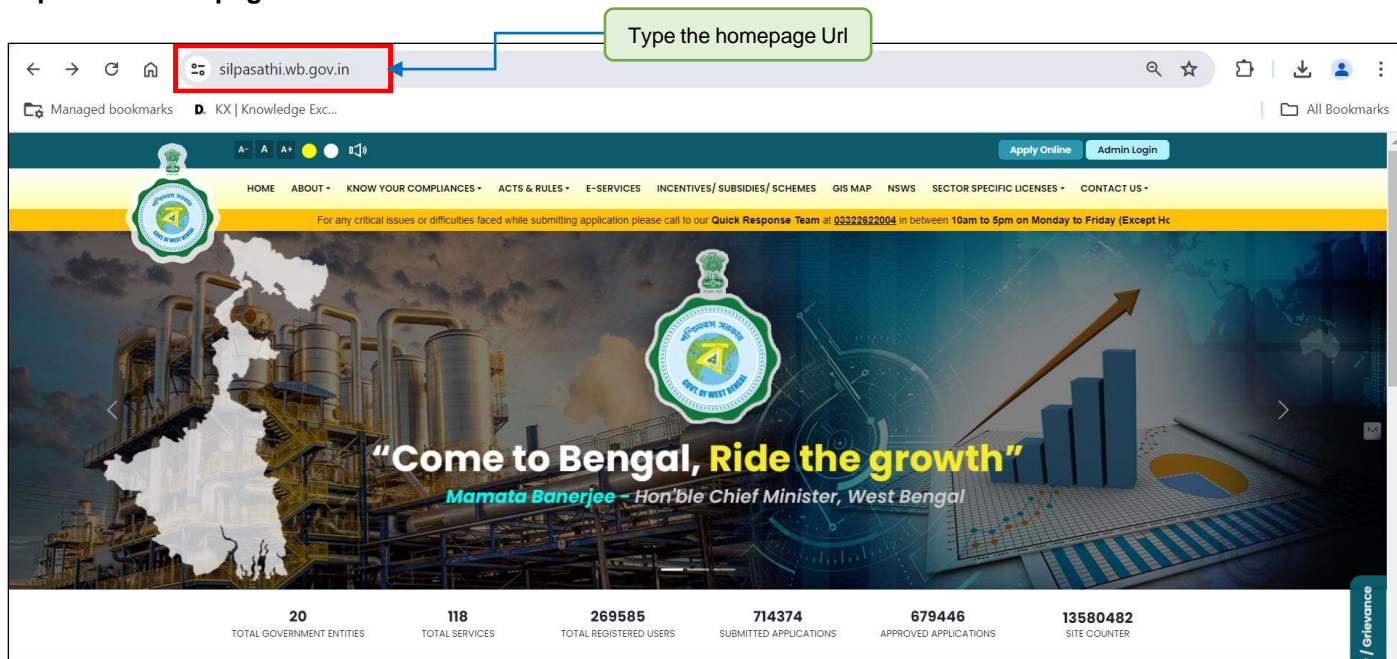
Third part verification process

The applicant or any user has to log in to www.silpasathi.wb.gov.in.

A user (any third party) needs to click on '*Third party Verification*' section in the homepage and enter registration number / license number and then click on 'Search' link, for Verification of Certificate.

(Screenshots below):

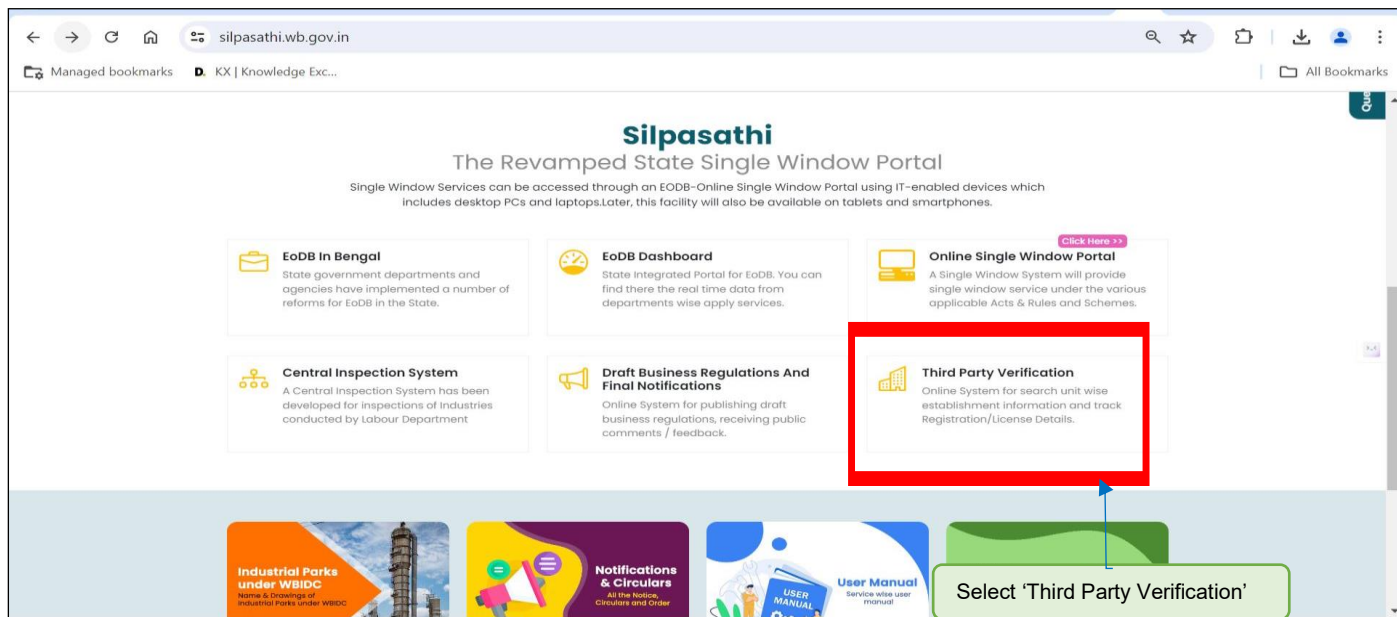
SilpaSathi Homepage



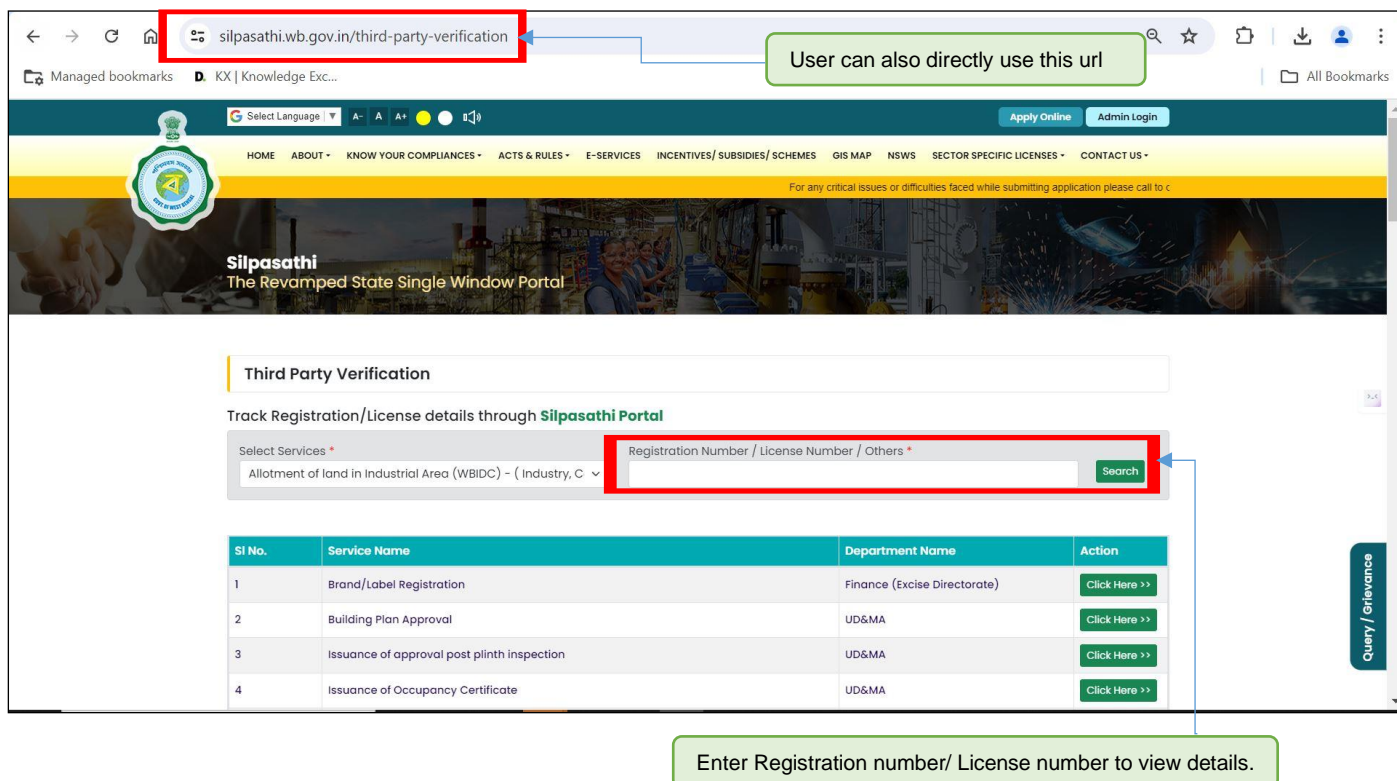
User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

Provided as a service through 'SilpaSathi' the Online Single Window portal of State (WB)



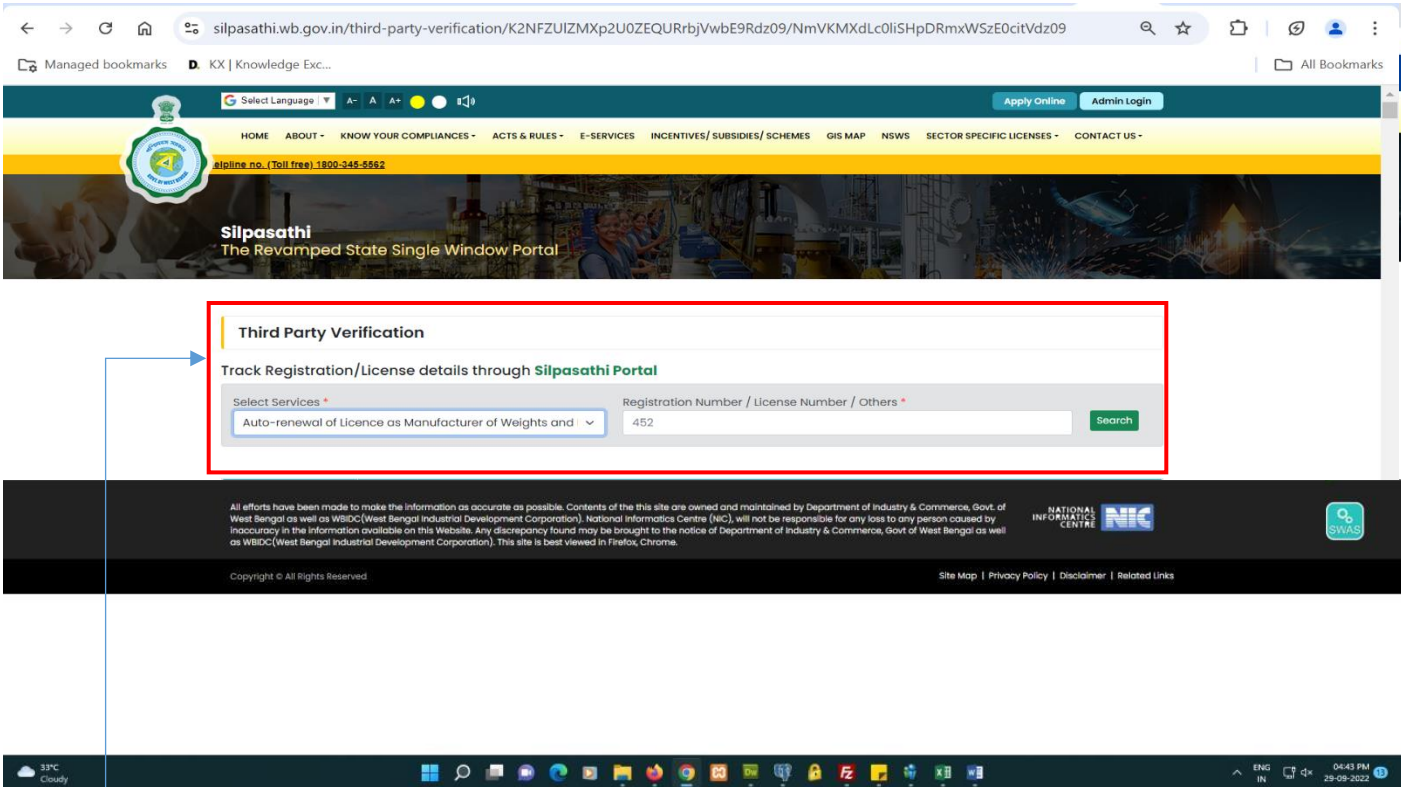
Applicant selects the service and then enter the Certificate/ Approval number in the text box beside it and clicks on 'Search' to view details of certificate.



User Manual

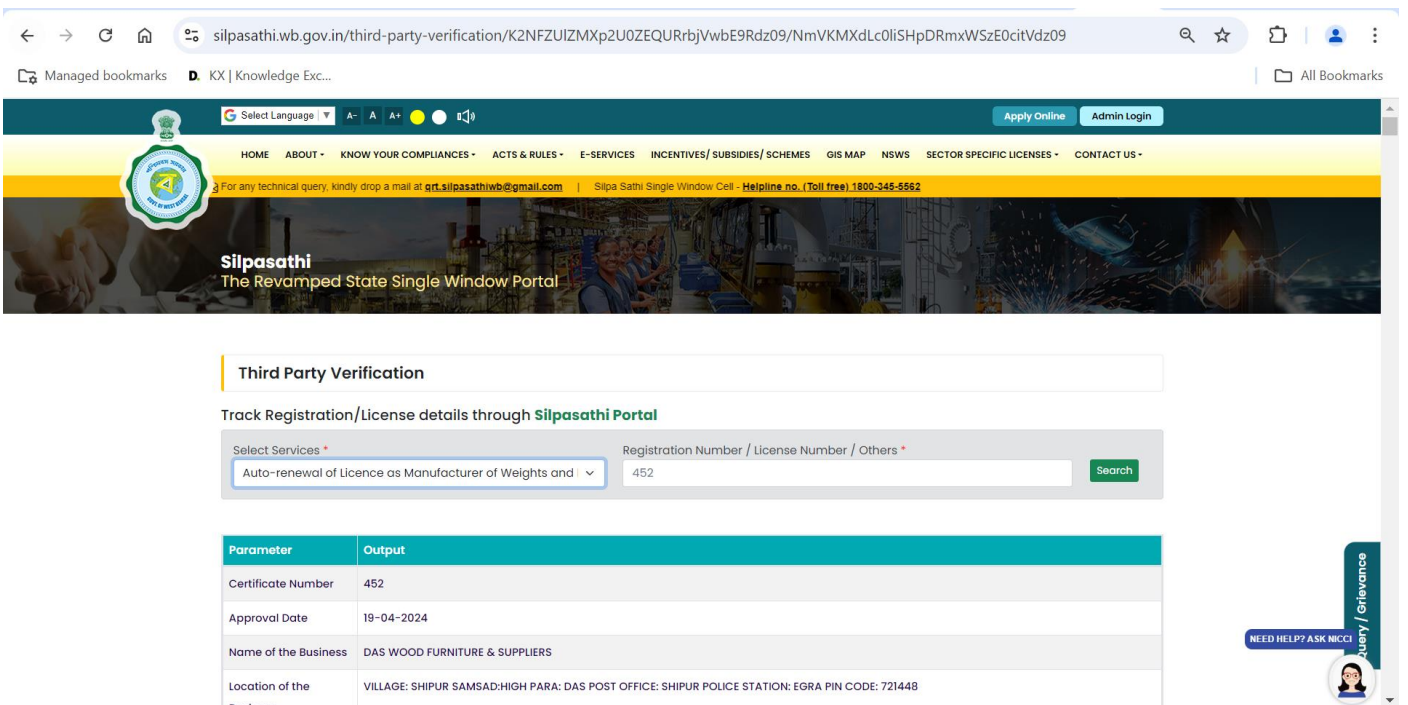
Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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License details can be viewed after entering correct license number and clicking on Search.

The third party can view the details as illustrated below:



User Manual

Auto-renewal of Licence as Manufacturer of Weights and Measures under the Legal Metrology Act

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